Issued with Army Orders for October, 1924

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S.R.O. 1002
1924

4

RULES

FOR

MILITARY DETENTION BARRACKS

AND

MILITARY PRISONS,

AND

Schedule of Military Detention Barracks, Military Prisons and Barrack Detention Rooms in Great Britain and Northern Ireland (also Schedule of Detention Barracks abroad (except India))

1924

LONDON:
PRINTED UNDER THE AUTHORITY OF HIS MAJESTY'S STATIONERY OFFICE
BY HARRISON AND SONS, LTD., ST. MARTIN'S LANE, W.C.2,
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These Rules for Military Detention Barracks and Military Prisons, which have been made by the Secretary of State for War under Section 133 of the Army Act, are issued for the guidance of all concerned.

By Command of the Army Council,

H. J. Creedy

THE WAR OFFICE,
16th October, 1924.

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DEFINITIONS.

1. The term "soldier under punishment" where used in these rules means a soldier who has been punished for an offence committed against the discipline of a military detention barrack or prison.

2. The term "Commandant" used in these rules includes the Governor of a military prison.

3. The term "officer" used in Rule 171 is to be understood to mean any person employed in the military detention barrack or military prison.

4. The term "soldier under sentence" includes any person undergoing sentence at a military prison or detention barrack, whether soldier or not.

5. The term "room" where used in these rules also means a cell in a military prison.

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AND

Schedule of Military Detention Barracks, Military Prisons and Barrack Detention Rooms in Great Britain and Northern Ireland (also Schedule of Detention Barracks abroad (except India)).

Section I.—Organization.

1.—GENERAL PRINCIPLES.

CONTROL AND MANAGEMENT.

1. Military detention barracks and military prisons established at Home and in the Colonies under the Army Act, are under the control of the Army Council. Orders in connection with inspections, discipline, interior economy, and military training will be issued under the authority of the Council.

2. The military detention barracks and military prisons are under the command of the General (or other officer) Commanding the district or station, who will inspect them from time to time.

Section II.—Duties of Officers, Warrant Officers and Non-Commissioned Officers, and Confidential Reports.

1.—DUTIES OF OFFICERS.

COMMANDANT AND SUPERINTENDENT.

3. The Commandant will conform strictly to the law relating to detention barracks and prisons and to these rules, and shall be responsible for their due observance by others.

4. In those detention barracks in which it may not be deemed necessary to appoint a Commandant, the Superintendent will have all the authority, and exercise all the duties of a Commandant.

5. The Commandant will exercise his authority with firmness, good temper, and humanity, and enforce similar conduct on the staff. It is his duty to endeavour to instil soldier-like and moral principles into the mind of every soldier under sentence, letting him see that he takes an interest in his welfare, and by his good advice and kindly admonition to endeavour to convince him of his error, and to encourage him to aim at future good conduct and the attainment of a respectable character in the service and in civil life.

6. He will, as far as practicable, visit the whole of the detention barrack or prison and see every soldier under sentence at least once in every 24 hours, and cause any man who wishes to make a statement or complaint to be brought before the visiting officer on his arrival. In default of such daily visits and inspections, he will state in his journal how far he has omitted them, and the cause of such omission. He will, at least once during the week, go through the detention barrack or prison at an uncertain hour of the night, and record in his journal the hour of the visit.

7. He will take an early opportunity of seeing all soldiers after their admission, and satisfying himself that they understand the rules and regulations to which they are required to conform, and the privileges they may gain by industry and good conduct.

8. He will have the power to punish or suspend any civilian member of the staff for misconduct or neglect of duty.

9. In case of the death, resignation, suspension, removal, or temporary absence of any member of the staff, the commandant will make such temporary arrangement for the duties as may be required. At home, if the services of a substitute are necessary, he will forward an application to the Director of Personal Services, War Office. In emergency cases, the services of a substitute to act as a night-watchman may be obtained locally, reporting the occurrence to the War Office. Abroad the commandant will apply to the O.C. the station. A substitute will not, as a rule, be allowed in place of a N.C.O. of the Military Provost Staff Corps when on furlough.

10. The commandant will not allow any person to view the detention barrack or prison except as provided by statute, or with an order from the proper authority, or according to instructions which may be issued from time to time, and will be careful that no visitor holds any communication with any soldier under sentence unless duly authorized to do so. A commandant is authorized to permit naval, military and air force officers, also petty and warrant officers on duty to visit the detention barrack under his charge.

11. He will hear the reports every day at such hour as may be most convenient.

12. He will, at least once in each day, visit every soldier who is under punishment, and see that every such soldier is visited during the day at intervals of not more than three hours by the appointed member of the staff.

13. He will enter in the Commandant's Order Book all his orders relative to the discipline of the detention barrack or prison.

14. He will promote the utmost economy in every department, being careful to save all needless expense in the wear and consumption of articles used.

15. He will notify to the chaplain or minister of the religious denomination to which a soldier under sentence belongs any case in which the life of such soldier appears to be in danger.

16. He will, without delay, call the attention of the medical officer to any soldier under sentence whose state of mind or body appears to require attention, and will carry into effect the written directions of the medical officer respecting alterations of the discipline or treatment of any such soldier.

17. He will be responsible that all members of the staff of the detention barrack or prison under his control are thoroughly efficient in all their duties, and that the instructors in military training and industrial work are thoroughly competent in every respect.

An understudy to the instructor in industrial work is to be maintained at each detention barrack.

Every N.C.O. of the Military Provost Staff Corps, above the rank of corporal, must be capable of giving instruction in and correctly supervising the industrial work of soldiers under sentence.

All staff-serjeants and serjeants, especially those likely to proceed abroad during the next trooping season, are to receive special instruction in clerical duties, and in such details of the management of a detention barrack as may fit them to assist superintendents under whom they are required to serve, to bring the punishment of detention abroad to the same standard and system as at home.

18. The Commandant will, if at home, inspect each of the branch detention barracks under his control once in every three months, or as often as may be considered necessary, and shall report any matter concerning the discipline and management which is unsatisfactory and which he is unable to correct. Under instructions from the War Office, he may at any time be detailed to inspect any detention barrack to which a Commandant has not been appointed, or any barrack detention rooms in the command, in order to ensure that they are maintained on a proper system.

Before visiting a detention or branch detention barrack or barrack detention room, he will notify confidentially to the officer commanding the station or garrison in which the detention barrack, branch detention barrack or barrack detention room is situated, the time and date of his proposed visit, consulting the convenience of that officer in sufficient time to enable him to be present should he so desire.

He will report in person to that officer and will notify to him the result of his inspection in writing.

A copy of his report will be forwarded to the War Office direct.

Abroad, these visits will be made at the discretion of the C.O.C.-in-C. on the recommendation of the commandant.

Medical Officer.

19. The medical officer will visit the detention barrack or prison daily, and will, in the course of the week, see every soldier under sentence. Soldiers undergoing punishment and those who are sick will be seen by him daily, or oftener if necessary. Should treatment in hospital be indicated he may direct any soldier to be removed to hospital.

20. The medical officer will keep a journal (A.B. 163) in which will be entered a daily account of every sick soldier under sentence, the nature of his illness, and the treatment ordered, and such other matters as may be required under these rules; and the commandant shall have access to this book and will make any observations therein that he may think fit, recording the date of entry.

21. The medical officer will inspect weekly every part of the detention barrack or prison and will call the attention of the commandant to any want of cleanliness or defect in the drainage, ventilation, heating or other sanitary arrangements. He will also bring to his notice any deficiency in the quantity or quality of the provisions or water, any insufficiency of clothing or bedding, or any other cause which is likely to affect the health of the soldiers under sentence.

22. When the medical officer considers it necessary to apply any test to a soldier under sentence to detect malingering, such test will only be applied by authority of an order from the G.O.C.-in-C.

23. He will medically examine, on reception, or as soon after as possible, every soldier under sentence, and will record his state of health and such other facts connected therewith as may be directed.

24. He will report to the commandant every case in which the discipline or punishment seems likely to injure the health of a soldier under sentence, and the commandant will issue such directions as the circumstances may require. Should the medical officer be of opinion that the life of any soldier under sentence is endangered by his continuance in a detention barrack or prison, he will state such opinion and the grounds thereof in writing to the commandant, who will duly report the circumstances to the proper authority.

25. He will examine every soldier under sentence and will report if he considers a man unfit to be kept at any particular kind of work. He will assist when called on in assigning a task of work according to the physical capacity of a soldier under sentence. He will see all soldiers under sentence at physical training at least once a week and will from time to time examine them when they are at work, and will report to the commandant the name of any soldier whose health he considers to be endangered by a continuance at work of any

particular kind; and thereupon such soldier will not again be employed at this work until the medical officer certifies that he is fit for it.

26. He will keep such statistical records of the health of the soldiers under sentence, and other returns or documents as may be directed.

27. He will report periodically, as may be directed, on the general health and sanitary condition of the establishment, the health of the staff, their capability for performing their duties, the health of the soldiers under sentence, and on any other point upon which a report may be required.

28. Whenever he has reason to believe that the mind of a soldier under sentence is, or is likely to be, injuriously affected by the discipline or treatment, he will report the case in writing to the commandant, together with such directions as he may think proper, and he will call the attention of the chaplain to any soldier who appears to require his special notice.

29. He may in any case of danger or difficulty, which appears to him to require it, call in additional assistance. Any soldier under sentence requiring a serious operation will be removed to hospital.

30. He will at once, on the death of any soldier under sentence, record in his journal the following particulars, viz., the time the deceased was taken ill, when the illness was first communicated to the medical officer, the nature of the disability, the hour the death occurred, and an account of the appearances after death (in cases where a post-mortem examination is made), together with any special remarks that appear to him to be required.

31. He will submit a morning report to the commandant giving such information respecting the number of soldiers under sentence remaining on the sick list, and the number reported sick, &c., as may be required.

32. He will give directions in writing, for the immediate separation from the other soldiers under sentence, of any persons suffering from, or suspected of having, infectious disease; for the cleansing, disinfection and white washing of any apartments occupied by such persons, and for the washing, disinfection, or destruction of any infected bedding or clothing.

33. When artificial heat is applied in a detention barrack or prison, it will be his duty to make a recommendation to the commandant as to the temperature to be maintained.

34. He will, before a soldier is released from a detention barrack or prison, examine him and enter the state of his health in his general register, and communicate in writing, if necessary, any particulars of the man's case to the O.C. hospital in the station

to which the man is going. He will examine every soldier under sentence about to be removed to another place of detention or imprisonment, and will furnish a certificate stating whether the man is free from infectious disease and in a fit state of health to be removed.

35. He will also transmit, through the commandant, to the War Office, an annual return on the prescribed form, accompanied by a separate detailed report, of the medical transactions of the year.

Chaplains.

36. Chaplains and officiating chaplains of all denominations will, in carrying out their duties, be careful not to interfere with the established rules and regulations of the detention barrack or prison or the routine of discipline and work. They will confer with the commandant on all points connected with their duties; they will co-operate with him, and with the other officials of the detention barrack or prison, in promoting the good order of the establishment, so far as concerns the duties of their office.

37. In every prison, detention barrack or branch detention barrack, a book (A.B. 127 or 129), to be called "The Chaplain's Journal," will be maintained for the use of all chaplains and officiating chaplains visiting soldiers under sentence, and such book will contain a record of any matter which they may wish to bring to the notice of the commandant; and the commandant or visitor, in the case of a branch detention barrack, will show in the book what action is taken in regard to such matter.

38. Chaplains and officiating chaplains will, if possible, perform divine service on Sundays and the other customary days, or at such times as may be appointed by the commandant, if it should appear that there is a sufficient number of soldiers under sentence to attend, and the circumstances of the detention barrack or prison admit of the necessary arrangements for the purpose being made, Holy Communion will be administered on suitable occasions to those who are desirous of receiving it.

39. A soldier under sentence will attend divine service as often as it is performed, according to the forms of the denomination to which he belongs. Soldiers under punishment, except when in close confinement, will attend Divine Service, unless they are excluded owing to disorderly conduct.

40. Chaplains and officiating chaplains will, so far as may be practicable, see every soldier of their persuasion under sentence, both on admission and on release, and will visit any sick and other soldiers of their persuasion who may at any time require spiritual advice and assistance.

41. They will communicate to the commandant any abuse or impropriety in the detention barrack or prison which may come to their knowledge.

42. Each soldier under sentence who can read will be furnished with a Bible and prayer-book, such as are approved for the denomination to which he belongs. Books deemed proper for religious instruction may be distributed to soldiers under sentence by the chaplains and officiating chaplains of their persuasion, with the sanction of the commandant.

43. Chaplains and officiating chaplains will have access to the catalogue of books to be issued to soldiers under sentence, and if they make objection to any book it will not be issued to any soldier of their persuasion without superior authority.

44. Chaplains and officiating chaplains will have access to soldiers under sentence at the usual hours for the purpose of affording to them religious instruction; but they will not hold communication with any soldiers under sentence other than those of their own persuasion, except at the soldier's request A daily list of soldiers who are sick or under punishment is to be placed at their disposal.

Official Visitors.

45. An officer, if possible not below the rank of field officer, will be detailed weekly by the G.O.C. or O.C. the station, as detention barrack or military prison visitor. He will see all men under sentence; enquire into any complaints they may wish to make and report direct to the G.O.C.

Complaints of soldiers under sentence may be heard in private.

Except under special instructions, visits should not ordinarily be made during meal hours.

46. The visitor of a branch detention barrack will also inspect the detention barrack throughout, examine all books, as in Appendix VIII, and during the first week of each month, countersign the supply and fuel and light accounts, &c., and see that they are correctly kept and up to date. He will see all the soldiers under sentence and ascertain if they have any complaints. He will inspect the diets of soldiers under sentence, and dispose of all offences committed by such soldiers. He will also investigate any charges against members of the staff. For these purposes he will have the powers of the commandant. In cases of drunkenness or disgraceful conduct, he may place a N.C.O. under arrest and will report the case to the G.O.C. or other O.C. the district or station, and forward a copy to the commandant by whom the branch detention barrack is controlled.

A garrison adjutant or staff officer may be appointed permanent visitor to a branch detention barrack under this rule in place of, or in addition to the visitor appointed under Rule 45.

47. A board of visitors will be assembled by a G.O.C. under Section 133 (2) of the Army Act whenever it shall appear desirable. Such board will consist of three field officers who shall, if practicable, be not below the rank of lieutenant-colonel, but where such officers cannot with due regard to the public service be assembled, may consist of two field officers, of whom one at least must be a lieutenant-colonel.

48. A copy of any entry made in the Visitors' Minute Book will be forwarded to the War Office.

2.—DUTIES OF WARRANT OFFICERS, NON-COMMISSIONED OFFICERS AND CIVILIAN EMPLOYEES.

General Instructions.

49. Every member of the staff, while acting as such, will, by virtue of his appointment and without being sworn in before any justice, be deemed to be a constable and to have all such powers, authorities, protection and privileges for the purpose of the execution of his duty as a member of a detention barrack or prison staff as any constable duly appointed has within his constablewick by common law, statute, or custom.

50. All members of the staff will frequently examine the state of the rooms, bedding, locks and bolts under their charge, and report weekly on the prescribed form, &c. They will seize all prohibited articles, and deliver them to the commandant forthwith.

51. It is the duty of every member of the staff to direct the attention of the commandant to any soldier under sentence who may appear to him to be not in health, though he may not complain; or whose state of mind may appear to him to be deserving of special notice and care, in order that the opinion and instructions of the medical officer may be taken on the case.

52. All members of the staff will reside in the quarters provided for them, unless they have permission not to do so, in which case they may be required to reside within such distance from the detention barrack or prison as may be considered convenient.

53. Members of the staff employed in charge of soldiers under sentence should strive to acquire a moral influence over them by performing their duties conscientiously, but without harshness. They should especially try to raise the mind of the soldier to a proper feeling of moral obligation by the example of their own uniform regard to truth and integrity, even in the smallest matters;

such conduct will, in most cases, secure the respect and confidence of soldiers, and will make the duties of the staff more satisfactory to themselves and more useful to the public.

54. All members of the staff, except those on night duty, are expected to be within their quarters at such time of night as may be directed from time to time, in order that their services may be available if required, and that they may be in a fit condition for duty on the following day.

55. No member of the staff shall be absent during the appointed hours of attendance, or from any of the duties of the detention barrack or prison without permission of the commandant.

56. Every member of the staff shall, on being relieved from any particular duty, or on being transferred to another detention barrack or prison, point out to his successor all matters of special importance connected with his duties, and explain any directions of the commandant, medical officer, or other superior officer, affecting any particular soldier under sentence.

57. When going off duty for the night, members of the staff must hand over their keys at the gate-lodge, or place appointed to be locked up in the proper receptacle, having first seen that the fires are out, the doors locked, and all safe.

58. Members of the staff are required to watch the soldiers under sentence in their various movements and employments throughout the day, and at all times (including meals), to use vigilance to prevent unauthorised communication by word or sign, between the soldiers under sentence, and when on duty at night, to preserve silence and decorum.

59. Except as provided in these rules, no newspapers or books other than those supplied to the detention barrack or prison library will be permitted for the use of the soldiers under sentence.

60. Members of the staff will be careful to prevent prohibited articles from being secreted for the purpose of being conveyed to soldiers under sentence, and will immediately report any such occurrence. They will especially guard against the clothes of workmen or others being left lying about in places accessible to soldiers under sentence; and will report, at the earliest opportunity, any suspicious circumstance of this kind, or the loitering of improper or suspicious persons whom they may observe about the detention barrack or prison.

61. Special care must be taken that no ladders, planks, wheelbarrows, ropes, chains, implements, nor materials of any kind likely to facilitate escape, are left carelessly exposed at any time in the yards or elsewhere. All such articles, when not in use, must be kept in their appointed places. Every member of the staff is bound to

report immediately any instance of such articles being left in neglect of this rule, whether it occurs in his own department of the detention barrack or prison or otherwise.

62. Immediately on the escape of a soldier under sentence from a detention barrack or prison, a report is to be made to the local civil and military police, and also to the G.O.C. in order that a court of inquiry may be assembled to inquire into the circumstances, &c. The escape will also be reported to the War Office, and a copy of the proceedings of the court of inquiry transmitted as soon as possible.

63. If the soldier is not re-captured, and remains absent for 21 days, the commandant will, on the expiration of this period apply to the G.O.C. for the assembly of the court of enquiry laid down in paragraph 734, King's Regulations, 1923.

A copy of this court of inquiry and A.F. B 115 will subsequently be sent to the soldier's C.O.

64. The utmost care should be taken by all persons connected with the detention barrack or prison to guard against accidents by fire from the lights, furnaces, &c., in and about the detention barrack or prison; it is their duty immediately to report any danger of such accidents which they may observe in any part of the detention barrack or prison, and to use all possible means to prevent the same. No lights or fires are to be left burning unnecessarily nor unattended, but are to be thoroughly extinguished. No light is at any time to be carried about the detention barrack or prison unless it is enclosed in a lantern; and each member of the staff coming on duty during the night will see that a careful examination is made to guard against danger from fire.

65. Members of the staff will call attention to any defects in the drainage, ventilation or sanitary condition of the detention barrack or prison, which may come under their notice.

66. No work is to be left in the rooms on Sundays, Christmas Day and Good Friday. The work of collecting tools on other days will be commenced in time to admit of its being completed by 8 P.M. Not less than two members of the staff will be employed collecting tools, and only one room at a time will be opened. The night watchman, although not posted till 8 P.M., will accompany the N.C.Os. collecting tools, &c., and will satisfy himself as to the correctness of the number of soldiers in detention and that the rooms are securely locked for the night.

67. A sufficient number of the staff will be detailed for patrol duties in the detention barrack or prison during the meal hours and at other times when the majority of the staff are away. Those on day duty who are in the detention barrack or prison, available for, or actually on duty after 4.15 P.M., or who are on any duty outside

the regular daily hours of a member of the staff, will be allowed equivalent leave on that day, or on the next or first convenient day.

68. At detention barracks or prisons, other than Branch Detention Barracks, half the staff will be allowed to go off duty in turn at dinner time on Saturday until 6.30 A.M. on the following Monday morning. The duties of the detention barrack or prison on Saturday must be so arranged as to admit of this.

At home the staff will be allowed off duty on Bank Holidays as far as possible, at the discretion of the commandant. Work will be given to soldiers under sentence in their rooms.

This privilege may be extended to N.C.Os. at branch detention barracks at the discretion of the local G.O.C.

Abroad, with the concurrence of the G.O.C., such of the staff as can be spared may, at the discretion of the commandant, be given a half holiday on days which are recognized as holidays for the troops in garrison. On such days work may be given in the afternoon to soldiers under sentence in their rooms.

These privileges are liable to be withdrawn at any time under instructions from the War Office.

69. In branch detention barracks, all the staff must be present daily during the time the detention barrack is open, except at meal hours, when only one N.C.O. or man will be on duty. On Saturday afternoons and Sunday afternoons half the staff will be on leave, *i.e.*, one half on Saturday and the other half on Sunday alternately. In the case of necessity temporary assistance may be obtained locally by application to the O.C. troops.

70. The commandant may allow any permanent member of the staff employed continuously on night watch duty in a detention barrack or prison one night off duty in every seven.

Serjeant-Major.

71. During the temporary illness or absence of the commandant, the sergeant-major will take charge of the detention barrack or prison, until an officer is appointed as a substitute, and shall perform all the duties of the commandant, with the exception of the disposal of offences and the signing of correspondence, which shall be dealt with by the visitor of the week.

72. He will diligently observe the behaviour of the staff, as well as of the soldiers under sentence, see that they strictly adhere to the rules, and report immediately to the commandant any neglect or misconduct that may come to his knowledge.

73. He will frequently inspect every part of the detention barrack or prison, especially the rooms and bedding, and will report to the commandant any irregularity he may observe.

74. He will be present at all parades, supervise the discipline, military drills and instruction, and will frequently visit all working parties daily. He will render a report daily on A.F. C 352.

75. He will detail all duties, and parade and inspect all parties coming into or going out of the detention barrack or prison.

76. He will be responsible that every man is employed in accordance with instructions issued, and that correct tasks are allotted to all soldiers under sentence, and will supervise all routine.

77. He will inspect the staff when coming on duty and before dismissal.

78. He will parade and inspect all soldiers under sentence before release, to ensure that they go out clean and properly dressed.

79. He is responsible for ensuring that keys are collected from members of the staff going off duty for the night, and that they are locked in the proper receptacle, the key of which he will retain in his own possession.

80. Where the number of the staff make it possible, the serjeant-major should, at the discretion of the commandant or superintendent, be allowed every week-end off duty, the two senior staff-serjeants undertaking his duty alternately.

Gate-Keeper.

81. The N.C.O. on gate-duty will carefully keep up A.B. 19, entering the names of every person passing through the gate, including the commandant, and whether belonging to the staff of the detention barrack or prison or not.

82. He will keep a similar record of all stores that pass through the gate.

83. He may examine all articles carried into or out of the detention barrack or prison, and may stop any person suspected of bringing in spirits or other prohibited articles, or of carrying out any property belonging to the detention barrack or prison, giving immediate notice thereof to the commandant.

84. No article, whether of food, bedding, clothing or of any other kind, will be received into the detention barrack or prison until it has been examined, to ascertain that it contains nothing contrary to the rules; the admission of any article which appears likely to be used for an improper purpose may be refused by order of the commandant.

85. The gate-keeper will not permit any person, not being a member of the staff, to enter the gates without an order from the commandant or other superior authority.

86. He will render such general assistance in the detention barrack or prison and take such duty as may be required of him.

87. He will not allow any member of the staff or person employed in the detention barrack or prison to pass out through the gates at unauthorized hours without the order of the commandant.

88. While on duty, he is responsible for the safe custody of the receptacle containing the keys, and of such other articles as may be placed under his charge.

Cook.

89. The cook will manage the cooking for the whole detention barrack or prison, and will be held responsible for the cleanliness of the kitchen, the coppers, and all utensils in use ; as also for the proper preparation of the food of soldiers under sentence. He will each morning receive a ration return and a statement of the diets to be prepared, and will be as exact as possible in measuring or weighing the provisions thus to be served out at each meal to the soldiers. He will not allow any soldier under sentence to obtain any food beyond his proper allowance.

90. He will not allow any person but those on duty or business to enter the kitchen, and is especially to prevent any person holding unauthorized communication with soldiers under sentence who may be appointed to assist him.

91. He will render such general assistance and take such duty in the detention barrack or prison as may be required of him.

Night Watchman.

92. The night watchman will patrol the corridors from 8 P.M. till 6.30 A.M., (7 A.M. on Sundays) pegging the tell-tale clock at intervals of half an hour.

Non-Commissioned Officers Temporarily Employed.

93. N.C.Os. or soldiers, temporarily detailed for service in the detention barrack or prison, will attend during such hours as may be prescribed and perform such duties in connection with the detention barrack or prison as may be allotted to them. They will obey such orders as they may receive from the commandant or from other members of the staff of equal or senior rank to themselves, and they will strictly adhere to these rules.

Civilian Employees.

94. Civilian members of the staff will salute all commissioned officers of the Navy, Army, or Royal Air Force whom they know to be such, whether in uniform or not.

3.—CONFIDENTIAL REPORTS.

GENERAL INSTRUCTIONS.

95. The commandant shall transmit annually to the War Office a special report (A. F./C364) on the conduct and capabilities of each member of the staff of the detention barrack or prison under his charge. (*See* Appendix II.)

96. In this report he will particularly specify whether each individual is zealous and attentive to his duties, and competent to the discharge of them, and whether qualified and recommended for promotion. In case of repeated neglect or misconduct, on the part of any member of the staff, he will make a special report to the War Office.

Section III.—Appointments and Promotion.

1.—WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS.

GENERAL INSTRUCTIONS.

97. In the appointment of N.C.Os. in the rank of serjeant in the Military Provost Staff Corps, those candidates will be preferred who, if equally eligible on other grounds, have a knowledge of a trade which is likely to be useful in a detention barrack or prison.

For appointment as cook, gatekeeper, and night watchman, privates and lance-corporals are eligible.

PROMOTION.

98. Members of the staff must understand that their prospects of promotion will depend on the report which their superiors may make as to their qualifications for, and their conduct in, the performance of their duties.

Regard will be paid to the failure of a N.C.O. to attain the required standard at a course of instruction, when his name is under consideration for promotion.

Section IV.—Admission, Employment, Remission of Sentence, Removal and Release, Civil Employment and Gratuities.

1.—ADMISSION.

GENERAL INSTRUCTIONS.

99. The commandant will make such arrangements as will ensure that soldiers to be discharged from the army, who may be confined in a detention barrack, shall, as much as possible, be kept separate from the other soldiers under sentence.

100. Soldiers committed to detention barracks will, unless sentenced to or recommended for discharge from the army, take with them the following articles in addition to the full kit of clothing and necessaries according to scale specified in the Clothing Regulations :—

Mounted Services.—The articles of equipment, &c., laid down for " Marching Order—on the man " with the exception of rifle, revolver and pouch.

Dismounted Services.—The articles of equipment, &c., laid down for " Marching Order " except rifle, bayonet, and scabbard.

101. Soldiers under sentence will be searched on admission and at such times subsequently as may be directed, and all prohibited articles will be taken from them.

The searching of a soldier under sentence will be conducted with due regard to decency and self-respect, and in as seemly a manner as is consistent with the necessity of discovering any concealed article.

102. Every soldier under sentence will, as soon as possible, be separately examined by the medical officer, who will record the state of health of the soldier and any observations he may deem it expedient to add.

103. Every soldier under sentence will both on admission and on release be weighed, dressed in shirt and socks, or as directed by the medical officer, and the result will be duly recorded.

104. Every soldier under sentence may be measured and photographed on reception and subsequently, but no copy of the photograph will be given to any person unless he is officially authorized to receive it.

105. After soldiers under sentence are received at the detention barrack or prison, the abstract of the rules relating to the conduct and treatment of soldiers under sentence will be read over to them, and proper means will afterwards be taken by the commandant for making them acquainted with the purport and effect of such rules.

106. Before any soldier under sentence can be received into a detention barrack or prison, whether on first commitment or on removal from another detention barrack or prison, the commandant must receive for him a separate committal on the approved form, carefully filled up in all its parts. The soldier's conduct sheets and medical history sheet will, in all cases, be annexed to the committal ; and the commandant will obtain from the soldier's C.O. such further information as may be required, with reference to the general character of a soldier under sentence, his standard of education, &c.

When important irregularities are found in a committal form the commandant will refer the case locally to the G.O.C.

107. Men of the Royal Navy, Royal Marines and Royal Air Force under sentence by court-martial or by a C.O., may be committed to a military detention barrack or a military prison, and they will be received, provided that accommodation is available. They will as far as possible perform the same routine in all respects as soldiers under sentence, and will be subject to these rules. They will be eligible to earn remission of part of their sentences under the same conditions, as far as practicable, as are laid down in these rules for soldiers under sentence.

2.—EMPLOYMENT.

General Instructions.

108. Soldiers under sentence will not be employed directly or indirectly, for the private benefit or advantage of any person or persons, nor in any way contrary to the established regulations of the detention barrack or prison.

109. Industrial work for private firms, individuals or regimental institutes is forbidden, unless the order is received through the Royal Army Ordnance Corps.

110. Soldiers under sentence will keep their rooms, utensils, books, clothing and bedding clean and neatly arranged, and will clean and sweep the yards, passages and other parts of the detention barrack or prison as may be directed.

111. Every soldier under sentence will, during the whole of his sentence, be employed for not more than 9, nor less than 6, hours a day, exclusive of meals: provided that no soldier under sentence shall be required to perform any work of any description unless certified by the medical officer to be fit for such work.

Soldiers under sentence suffering from physical or other infirmity will be employed on such work and in such a way as the medical officer may direct.

112. The work of all soldiers under sentence will, if possible, be productive, and the trades and industries taught and carried on will, if practicable, be such as may be useful to the soldier on discharge.

113. Every Commandant will keep such records as will enable him to furnish the information required in Appendix VII.

114. On Sunday, Christmas Day and Good Friday the employment of a soldier under sentence will be confined to what is strictly necessary for the service of the detention barrack or prison.

A soldier under sentence who is a Jew will not be compelled to work on his Sabbath.

3.—SYSTEM OF PROGRESSIVE STAGES.

General Instructions.

115. A system of progressive stages will be established with specific privileges attached to each stage, and every soldier under sentence will have the opportunity of profiting by this system.

A soldier under sentence while in any stage will be entitled to every privilege attached to that stage, unless he forfeits any privilege as provided by these rules.

116. The promotion of a soldier under sentence from the lower to the higher stage will be gained by industry, good conduct, and attention to his drill and instruction, but it may be postponed for idleness or misconduct; or he may be removed to the lower stage, or he may forfeit any of the privileges of his stage. The forfeiture of marks towards remission of sentence does not in itself entail forfeiture of marks towards stage.

117. A daily record of the industry of every soldier under sentence will be kept in marks, the award of which will be carefully supervised by the commandant; and a soldier will, as a condition of becoming eligible for remission, earn the required number of marks, and, in addition, any marks he may have forfeited for misconduct.

118. Every soldier under sentence will also be required to earn, as a condition of obtaining promotion to the higher stage, the number of marks assigned to the lower stage, and also any additional marks if forfeited in that stage as a punishment.

119. The following instructions will be observed in awarding marks:—

(i) A soldier under sentence shall be able to earn on each weekday, 8, 7 or 6 marks according to the degree of his industry, good behaviour and attention to military instruction. On Sunday he will be awarded marks according to the degree of his industry, assessed on the average of the previous week.

(ii) A soldier under sentence who is not at work by reason of his being under punishment or in civil custody or under sentence of a civil court, is not entitled to receive marks; but if he is on the sick list, he will receive marks according to his behaviour and previous industry, provided that his illness has not been brought about by himself. Every soldier under sentence actually at work may receive marks provided he completes the minimum task required of him.

(iii) There are two stages which a soldier under sentence will pass through, or through so much as the term of his sentence admits.

(iv) He will commence in the first stage and will remain in that stage until he has earned 14 × 8 or 112 marks; afterwards in the second stage, during the remainder of his sentence.

(v) A soldier under sentence whose term is 14 days or less will serve the whole of it in the first stage.

(vi) A soldier under sentence who is idle, or who misconducts himself, or is inattentive at work, will, in addition to, or in place of, any punishment which may be inflicted on him in accordance with the rules be liable:—

(*a*) To forfeit any stage privileges until he has earned a specified number of marks.

(*b*) To detention in the first stage until he has earned, in that stage, an additional number of marks.

(*c*) To degradation to the lower stage until he has earned in such lower stage a stated number of marks.

As soon as the soldier has earned the stated number of marks, he will, unless he has in the meantime incurred further similar degradation, be restored to the stage from which he was degraded and be credited with the number of marks he had previously earned therein.

(vii) A soldier under sentence in the first stage will:—

(*a*) Be employed for 9 hours daily, exclusive of meals.

(*b*) Sleep without a mattress.

(*c*) Perform at least three hours' military training daily (except men to be discharged from the army).

(*d*) Be allowed books of religious and secular instruction.

(*e*) Be allowed exercise on Sunday.

(*f*) Receive school instruction, if eligible, at the discretion of the commandant.

(*g*) Be allowed a library book.

(*h*) Be allowed to write and receive a letter, and to receive a visitor on admission, and thereafter, at intervals, at the commandant's discretion.

(viii) A soldier under sentence in the second stage will:—

(*a*) Be employed for 9 hours daily, exclusive of meals.

(*b*) Sleep on a mattress every night.

(*c*) Perform at least three hours' military training daily (except men to be discharged from the army).

(*d*) Be allowed books of instruction, both religious and secular.

(*e*) Receive school instruction, if eligible, at the discretion of the commandant.

(*f*) Be allowed a library book.

(*g*) Be allowed exercise on Sunday.

(*h*) May receive and despatch letters at intervals at the commandant's discretion.

(*i*) May receive visitors at intervals at the commandant's discretion.

(*j*) Be allowed to communicate for periods of twenty minutes daily.

(ix) Marks forfeited under the above instructions can be restored in exceptional cases at the discretion of the governor or commandant, but only during the first sentence of imprisonment or detention.

120. No soldier under sentence, unless his conduct has been most satisfactory, who has previously served a sentence of detention or imprisonment, will be eligible for any special employment as cleaner, cook, or orderly.

121. Marks will be awarded daily by a responsible member of the staff and will be proportioned to the behaviour and industry of the soldier under sentence, as shown by the amount of work done, his capability being taken into account. When a soldier fails to obtain full marks, the necesssary deductions will be made only under the order of an officer.

122. Soldiers transferred from abroad to military detention barracks or prisons at home will be allowed to count full marks from date of sentence towards remission of sentence so long as no adverse report has been received against them.

123. The commandant will take frequent opportunities of inspecting the stage registers, so as to exercise a check on the awards.

124. The stage register will invariably accompany a soldier under sentence when he is brought before the commandant under report, and any sentence affecting his marks or stage privileges will at once be entered in the register in the column for remarks and will correspond with the entry in the punishment book.

125. When the punishment awarded to a soldier under sentence for an offence against the discipline of a detention barrack or prison involves the deprivation of any stage privileges, the member of the staff whose duty it is to carry out the sentence will be furnished with the particulars of it, and will be required to certify that the award has been duly carried into effect.

4.—REMISSION OF SENTENCE.

General Instructions.

126. A soldier sentenced to detention or imprisonment for a period of 28 days or upwards will be eligible, by special industry and good conduct, and (if not sentenced to discharge with ignominy) proficiency

and attention to drill and military training, to earn a remission of a portion of his detention or imprisonment not exceeding one-sixth of the whole sentence reckoned from the date of award.

The number of marks to be earned will be ascertained by the deduction from the actual number of days in the sentence, of one-sixth of that number, any fraction being ignored and the remainder being multiplied by 8.

Full marks will be awarded for any time spent prior to commitment in the guard detention room, or in hospital, when this is not caused by the soldier's own fault.

When a man is tried by court-martial whilst already undergoing sentence, he will be credited from the date of trial to date of promulgation, with full marks towards remission on his new A.F. C 395 irrespective of whether or not he has earned such marks on his former A.F. C 395.

127. A soldier under sentence on obtaining the number of marks entitling him to remission of the remainder of his sentence will be forthwith released, and the unexpired portion of his sentence of detention or imprisonment will be deemed to be remitted.

5.—REMOVAL AND RELEASE.

General Instructions.

128. No soldier under sentence shall be released before the termination of his sentence of detention or imprisonment except by written order from competent authority, delivered to the commandant, or unless he has earned remission of sentence under these rules.

129. A soldier under sentence may be released from a detention barrack at 2 p.m. (or at 7 a.m. when discharged from the army) on the day on which his sentence expires or on which he would, assuming that he was awarded full marks for that day, become entitled to a remission of the remainder of his sentence. When this happens on a Sunday, Christmas Day, or Good Friday, he may be released at 2 p.m. on the previous day. If the man's unit be at a distance, he may be released at such earlier hour as will enable him to return to his corps or detachment the same evening.

Soldiers will not be admitted into a detention barrack on Sunday, Christmas Day or Good Friday.

Abroad, the hours for release may be arranged by the G.O.C. to suit local circumstances.

For purposes of punishment a soldier under sentence may be detained in a detention barrack or prison until the moment when his sentence legally expires, viz., if the sentence is in days, midnight of the day on which the sentence expires, or, if it is in hours, until

the full period of hours has been passed in a detention barrack or prison.

130. Whenever it may be necessary to remove a soldier under sentence before the time stated in his commitment as the termination of his detention or imprisonment, one day's notice of the day and hour of release will when practicable be given to the commandant by the officer authorizing the release or removal of the soldier under sentence.

If removed for transfer to another detention barrack or prison, the original commitment and register of marks (A.F. C 395) must be transmitted to the commandant of the detention barrack or prison to which the soldier under sentence is removed, accompanied by a removal order on the prescribed form, to which must be attached a certificate from the medical officer as to the state of health of the soldier under sentence.

The commandant of the detention barrack or prison from which any soldier under sentence is so removed will take and retain a receipt for the commitment on handing it over to the N.C.O. removing the soldier.

131. Should it become necessary temporarily to remove a soldier under sentence to any place outside the detention barrack or prison, the commandant is responsible for ensuring that a proper escort is provided, and application may be made if necessary to the nearest O.C. troops for this purpose.

The responsibility of the commandant does not end until a proper receipt has been obtained.

A similar responsibility will devolve on the N.C.O. in charge of a branch detention barrack.

132. The commandant will transmit to the C.O. the names of the soldiers under sentence who are shortly to be released from the detention barrack or prison (specifying in each case the day and hour) a sufficient time beforehand to enable the necessary arrangements to be made for disposing of them on the expiration of sentence.

133. On the release of every soldier under sentence of over 14 days, or of a man of the Royal Navy, Royal Marines or Royal Air Force, the commandant will make a report to the man's C.O. on A.F. C 324 showing his conduct and character while undergoing detention.

134. Every soldier under sentence discharged from the army will be supplied with dinner before leaving the detention barrack or prison, unless released at an earlier hour under Rule 129.

135. A soldier under sentence ordered to be discharged from the army, on or before the expiration of his sentence, will be provided on discharge by his unit, at such cost as may from time to time be directed, with the articles enumerated in Table VI Clothing Regulations, in lieu of his military uniform. He will also be allowed to

take with him his regimental shirt, boots, socks, and braces on release from detention or imprisonment, and discharge from the army.

In the event of the necessaries above detailed not being sent with the soldier under sentence, they are to be demanded from his unit.

136. The kit sent on committal to a military detention barrack or military prison with a naval rating discharged from the service may be retained by him on his release. Application will be made to the Officer Commanding the last ship shown on the man's service certificate for his railway warrant, and, if without means, meal orders. When the issue of meal orders is impracticable, subsistence allowance under Article 1505, King's Regulations and Admiralty Instructions.

6.—CIVIL EMPLOYMENT AND GRATUITIES.

General Instructions.

137. A soldier or airman under sentence discharged from the Army or Royal Air Force, who has been industrious and fairly conducted during his sentence, and who is, so far as can be judged by his behaviour in a detention barrack or prison, and his antecedents, likely, in the opinion of the commandant, to benefit by the privilege, may, on his release from a detention barrack or prison at home, be recommended for a gratuity through a discharged Prisoners Aid Society, to aid him while seeking employment; *see* the "Regulations for the payment of Gratuities through Discharged Prisoners Aid Societies to soldiers discharged from the Army on their release from Military Prisons and Detention Barracks."

In cases where there is no Discharged Prisoners' Aid Society available, the commandant may expend a sum not exceeding £1 as subsistence money to keep him while seeking work, provided that proper precautions are taken to ensure that this money is judiciously expended.

138. The above rule also applies to naval ratings who are not to return to the service on their release from a military detention barrack or a military prison, the cost being made a charge against Naval Funds.

Section V.—Discipline, Offences, Punishment, Scales of Diet for Ill-Conducted Soldiers, and Restraint.

1.—DISCIPLINE.

General Instructions.

139. The commandant shall keep a record of any reports against civilian employees, with the punishments awarded, and of any other circumstances respecting them which it may be desirable to place on record.

140. He will take care that every soldier under sentence having a complaint or request to make to him shall have ample facilities for doing so, and he will redress any grievance or take such steps as may seem necessary, recording the same in the appointed manner.

141. He will forward to the proper authority without delay any report or complaint which any member of the staff may desire to make, and which he cannot himself redress, but he may offer, any explanation with it which it may seem to require.

142. Where there are reasonable grounds for believing that a soldier under sentence will do injury to himself or others, or destroy clothing or government property, if allowed to keep his razor, knife, or fork, the commandant is empowered to withdraw those articles from the soldier's keeping, except when actually in use.

MILITARY PROVOST STAFF CORPS AND CIVILIAN EMPLOYEES.

143. No member of the staff will sell or let to, nor will any person in trust for or employed by him sell or let to, or derive any benefit from the selling or letting of any article to any soldier under sentence.

144. No member of the staff will, nor will any person in trust for or employed by him, have any interest, direct or indirect, in any contract for supplies to the detention barrack or prison.

145. No member of the staff will at any time receive money, fee, or gratuity of any kind for the admission of any visitors to the detention barrack or prison, or to soldiers under sentence, or from or on behalf of any soldier under sentence, on any pretext whatever.

146. Members of the staff will duly inform the commandant of any soldier under sentence who desires to see him, or to make any complaint, or to prefer any request to him, or to any superior authority. Any neglect in carrying out this instruction will be severely dealt with.

147. No member of the staff will strike a soldier under sentence unless compelled to do so in self-defence, and, in any case, in which the application of force to a soldier under sentence is needful, no more force than is necessary will be used.

148. No member of the staff, on any pretence whatever, through favour or mistaken notions of kindness, will fail to make an immediate report to the commandant or other superior officer, of any misconduct or wilful disobedience of the regulations.

149. No member of the staff will unnecessarily converse with a soldier under sentence, nor allow any familiarity on the part of soldiers towards himself or any other member of the staff; nor

will he on any account speak of his duties, or of any matters of discipline or detention barrack or prison arrangement, within the hearing of the soldier under sentence.

150. No member of the staff will correspond with or hold any intercourse with the friends or relatives of any soldier under sentence, unless expressly authorized by the commandant; nor will he make any unauthorized communications concerning the detention barrack or prison or soldier under sentence to any person. He will not, without authority, communicate to the public press, information derived from official sources or connected with his duties or the detention barrack or prison. The attention of all members of the staff is to be directed to the provisions of the Official Secrets Acts 1911 and 1920.

151. All members of the staff will be held responsible for being fully acquainted with the rules and orders relating to their respective duties. They will strictly conform to and obey the orders of the commandant in every respect. They will assist him in maintaining order and discipline among the soldiers under sentence.

152. No member of the staff will use tobacco or spirituous or fermented liquors within the walls of the detention barrack or prison, except under such restrictions as to time and place as may be laid down by the commandant and approved by the proper authority.

153. Every member of the staff, who shall, contrary to orders, bring in or carry out, or endeavour to bring in or carry out, or knowingly allow to be brought in or carried out, to or for any soldier under sentence, any money, clothing, provisions, tobacco, letters, papers, or any other articles, will be forthwith suspended from his office by the commandant of the detention barrack or prison, who will report the offence to the proper authority.

154. Any member of the staff may, under instructions from the War Office, be placed at any time on a period of special probation for any reason which may seem to require such a course, and should he fail to improve or profit by such probation, his services, if a civilian member of the staff, may be dispensed with; or, if a non-commissioned officer, he may be returned to his former corps.

155. No member of the staff will follow any trade or business, nor, without special permission, hold any office of a public character unconnected with the detention barrack or prison.

156. Civilian members of the staff may be punished for breach of regulations, neglect, or violation of duty, or other misconduct, by dismissal or removal from the service, by reduction to lower rank and pay or to a lower place in the same rank, by forfeiture of

increase of pay, by deprivation of leave or of other privileges, and by reprimand or severe reprimand.

157. A civilian member of the staff who commits a grave offence, which the commandant may consider he cannot adequately punish, will be suspended or be continued under suspension (if already suspended) and reported, in the case of a detention barrack abroad, to the G.O.C. the troops, and in the case of a detention barrack or prison in Great Britain and Northern Ireland, to the War Office. A civilian member of the staff during such suspension will be required to report himself at the detention barrack or prison as may be directed.

158. Intoxication may be visited with dismissal in the case of a civilian member of the staff, and it will not be taken into consideration at what place the act of intemperance was committed, nor whether the said member of the staff was or was not thereby considered incapable of performing his duty, it being absolutely necessary that all persons connected with the detention barracks and prisons should be perfectly sober at all times. In the case of a N.C.O. being reported for drunkenness, a report will be made to the War Office, after disposal of the offence.

159. Swearing and the use of improper language, knowingly incurring debts which they are unable to pay, the habit of frequenting public houses, keeping bad company, gambling, or any disreputable conduct, may be considered a sufficient reason for the dismissal of a civilian member of the staff, and for N.C.Os. to be returned to their former corps.

160. The manner in which a N.C.O. of the Military Provost Staff Corps should proceed to obtain redress for any grievance, or to make any complaint or request connected with his duty or position, is laid down in Section 43 of the Army Act and in King's Regulations.

A similar procedure will be followed by a civilian employee.

161. No member of the staff will, on any account, enter a room of a soldier under sentence at night, unless accompanied by another member of the staff, and then only in case of sickness of the soldier, or other emergency.

162. No member of the staff will be permitted to receive any visitors in the interior of the detention barrack or prison without an order from the commandant.

163. In addition to the N.C.O. on night watch whenever soldiers under sentence are in custody, at least one N.C.O. will be appointed to sleep in the detention barrack, branch detention barrack, or prison.

2.—OFFENCES.

General Instructions.

164. In awarding a soldier under sentence the punishment of degradation of stage for any period or prolongation of his period in any stage, such period should be fixed by assigning the number of marks he is to earn in it. He will, by this means, have some control over the period, as it will be shorter if he is industrious than if he is idle. Thus the form of award would be "to earn (say) 56 marks in the first stage," or "to earn (say) 56 additional marks in the first stage." The limit of the commandant's power to degrade a soldier under sentence to the first or lower stage, or to prolong his period in that stage, will be to the period in which he is earning 112 marks.

165. A soldier under sentence who commits an offence against the rules of the detention barrack or prison can be punished for it by the commandant or the visitor during such time only as his sentence is in force. If, however, he commits an offence shortly before he becomes due for release so that it is not possible, in the time remaining, to inflict adequate punishment, the particulars of the offence will, if the soldier under sentence has not been discharged from the army, be reported by the commandant to the man's C.O., in order that, on release, he may be dealt with for such offence under the provisions of the Army Act. If the soldier under sentence has been discharged from the service, or is to be discharged on release, the report of the offence will be made to the G.O.C., who will, having regard to Section 158 (2) of the Army Act, deal with the case under the Act, if he considers it necessary to do so.

166. Any serious offence committed by a soldier under sentence, other than those classed as offences against detention barrack or prison discipline, will be reported to the G.O.C., in order that such soldier may be dealt with under the Army Act as provided for such offence.

If the G.O.C. decides that the man should be brought to trial, the case will then, if the unit is at the station, be referred to the man's C.O., who will prepare the summary of evidence and make the application for trial. If the unit is not at the station, the accused should be attached to some unit at the station for that purpose.

While under remand awaiting disposal by court-martial, or otherwise, for an offence, a soldier will continue to carry out his sentence in all respects, provided that he is not hindered from preparing his defence to the charge on account of which he has been remanded.

167. No soldier under sentence will be punished until he has had an opportunity of hearing the charges and evidence against him, and of making his defence.

168. Should a Naval Rating, or a man of the Royal Air Force commit an offence while under sentence in a military detention barrack or military prison, which cannot be adequately dealt with under these rules by the commandant, the matter will be reported to the O.C. the ship or unit to which the man belongs, in order that an escort, provided with the authorized warrant, may be sent to take the offender into custody.

The documents which are sent with the man will show to what ship or unit he belongs.

169. A soldier under sentence will be deemed to be guilty of an offence against detention barrack or prison discipline if he—

(1) Disobeys any order given by the commandant or any member of the staff, or disobeys any detention barrack or prison regulation.
(2) Treats with disrespect any member of the detention barrack or prison staff, any visitor, or any person employed in connection with the detention barrack, prison or works.
(3) Is idle, careless, or negligent at work, or refuses to work.
(4) Is absent without leave from Divine Service, school instruction, or any parade.
(5) Behaves irreverently at Divine Service.
(6) Swears, curses, or uses any abusive, insolent, threatening or other improper language.
(7) Is indecent in language, act, or gesture.
(8) Converses or holds intercourse with another soldier under sentence without authority.
(9) Sings, whistles, or creates any unnecessary noise or disturbance, or gives any unnecessary trouble.
(10) Leaves his room or other appointed location, or his place of work, without permission.
(11) In any way wilfully disfigures or damages any part of the detention barrack or prison, or any articles to which he may have access.
(12) Commits any nuisance.
(13) Has in his room or possession any article which he is not allowed to have.
(14) Gives to or receives from any soldier under sentence any article whatever without leave.
(15) Is inattentive at drill, &c.
(16) Uses personal violence to a member of the staff or to a soldier under sentence.

(17) Escapes or attempts to escape from detention barrack or prison.

(18) Offends in any other way against good order and discipline.

170. The commandant will enter in the punishment book a statement of the nature of any offence punished by him or the visitor, with the addition of the name of the offender, the date of the offence, and the punishment inflicted.

171. The following Sections (37, 38, and 39) of the Prison Act, 1865, are applicable to military prisons and military detention barracks, as provided in Section 133 of the Army Act:—

"37. Every person who aids any prisoner in escaping or attempting to escape from any prison, or who, with intent to facilitate the escape of any prisoner, conveys or causes to be conveyed into any prison any mask, dress or other disguise, or any letter, or any other article or thing, shall be guilty of felony, and on conviction be sentenced to imprisonment with hard labour for a term not exceeding two years.

"38. Every person who, contrary to the regulations of the prison, brings or attempts by any means whatever to introduce into any prison any spirituous or fermented liquor or tobacco, and any officer of a prison who suffers any spirituous or fermented liquor or tobacco to be sold or used therein, contrary to the prison regulations, shall on conviction be sentenced to imprisonment for a term not exceeding six months, or to a penalty not exceeding twenty pounds, or both, in the discretion of the court, and every officer of a prison convicted under this section shall, in addition to any other punishment, forfeit his office and all arrears of salary due to him.

"39. Every person who, contrary to the regulations of a prison, conveys or attempts to convey any letter or other document, or any article whatever not allowed by such regulations, into or out of any prison, shall, on conviction, incur a penalty not exceeding ten pounds, and, if an officer of the prison, shall forfeit his office and all arrears of salary due to him; but this section shall not apply in cases where the offender is liable to a more severe punishment under any other provisions of this Act."

172. A notice setting forth the penalties that will be incurred by persons committing any offence in contravention of the sections mentioned in the preceding rule shall be affixed in a conspicuous place outside the detention barrack or prison.

3.—PUNISHMENT.

General Instructions.

173. The commandant is responsible for ensuring that no soldier under sentence is subjected to any punishment which the medical officer is not satisfied he is capable of undergoing.

174. No punishment of any kind will be awarded except by a board of visitors, the visiting officer, the commandant, superintendent, or officers acting for them. In detention barracks or prisons not under a commissioned officer, punishments will be awarded by the visiting officer.

175. All punishments awarded will be recorded by the commandant as directed under the approved regulations, and shall commence from the date of award, except that a punishment under (*c*) of Rules 177 and 179 shall be consecutive to and not concurrent with a punishment under (*b*) of the same rules.

Powers of Commandant.

176. The governor of a military prison or the commandant or superintendent of a detention barrack will exercise the powers of a C.O. under the Army Act, Rules of Procedure, and King's Regulations, as regards the warrant officers or N.C.Os. of the Military Provost Staff Corps, and will make the usual applications to the G.O.C. in the case of any offence which he may consider requires to be dealt with by a court martial.

The establishment of a branch detention barrack is for the purposes of this rule included in the establishment of the detention barrack from which it is detailed as a detachment, and is under the command of the commandant of that detention barrack for all matters other than discipline.

177. For any offence with which the commandant is competent to deal, he may order a soldier under sentence to be punished by—

(*a*) Close confinement for any period not exceeding 3 days.
(*b*) No. 1 punishment diet for ill-conducted and idle soldiers under sentence for a period not exceeding 3 days.
(*c*) No. 2 punishment diet for ill-conducted and idle soldiers under sentence for a period not exceeding 21 days.
(*d*) Reduction from the higher stage to the lower stage or postponement of promotion to the higher stage for a period not exceeding 14 days.
(*e*) Deprivation of mattress for any period not exceeding 3 days for idleness.
(*f*) Forfeiture of remission of sentence for a period in which he is earning 112 marks.
(*g*) No. 3 punishment diet for ill-conducted and idle soldiers under sentence for a period not exceeding 7 days, during which they will attend all parades.
(*h*) Extra drill at his discretion.
(*i*) Deduction of 2 marks when the man is "cautioned" or "admonished."

Awards by Board of Visitors.

178. If any soldier under sentence is charged with any serious or repeated offence for which the punishment the commandant is authorized to inflict is deemed insufficient, the commandant will, without loss of time, report the same to the G.O.C. or O.C. the station with a view to the assembling under Rule 47 of a board of visitors, who are empowered, after inquiry into the same on oath, to determine the matter so reported, and to order the offender to be punished.

Every serious case of personal violence by a soldier under sentence, or a prisoner is further to be reported by the commandant to the War Office.

179. A board of visitors may order a soldier under sentence to be punished by :—

(*a*) Close confinement for a period not exceeding 14 days.

(*b*) No. 1 punishment diet for ill-conducted and idle soldiers under sentence, for a period not exceeding 15 days, with intervals as laid down in the rules for dietaries.

(*c*) No. 2 punishment diet for ill-conducted and idle soldiers under sentence, for a period not exceeding 42 days, with intervals as laid down in the rules for dietaries.

(*d*) Reduction from the higher stage to the lower stage or postponement of promotion to a higher stage for a period not exceeding 28 days.

(*e*) Forfeiture of remission of sentence for a period not exceeding 28 days.

4.—SCALES OF PUNISHMENT DIET FOR ILL-CONDUCTED SOLDIERS.

General Instructions.

180. A soldier under sentence on No. 1 punishment diet will not attend parades, nor be given any task of work, nor allotted marks, during the whole period of award. A soldier under sentence on No. 2 punishment diet will attend parades for inspection only, and will be given two-thirds of the maximum task. Marks will be awarded up to a maximum of 6 marks, which will count towards both stage and remission, unless he has been sentenced to forfeit remission under Rule 177 (*f*) or 179 (*e*).

A soldier under sentence on No. 3 punishment diet will attend all parades and forfeit 1 mark for each day of award. He will also receive extra drill at the commandant's discretion.

It is the sentence of close confinement and not the diet which deprives a soldier under sentence of the right to attend chapel and

go to exercise, but even under this sentence, exercise must be allowed if specially recommended by the medical officer for medical reasons.

181. A soldier under sentence by reason of his being on one of the above diets, or in close confinement, or on one of the diets in close confinement in his own room, is not on such account to be deprived of his room furniture or books, nor to be subjected to any discipline beyond what the sentence specifies, but, if violent or inclined to violence, he may be confined in a room (or, in the case of a military prison, a special cell), from which all articles of furniture except the urinal should be removed during the daytime.

182. No dietary punishment will be inflicted on any soldier under sentence, nor will he be placed in close confinement, unless the medical officer certifies that such soldier under sentence is in fit condition of health to undergo such punishment.

No. 1 SCALE PUNISHMENT DIET.

183. This scale, when given for a period of 3 days or less, is to consist of 1 lb. bread a day, with water.

When given for more than 3 days it is to consist of—

(*a*) 1 lb. of bread a day, with water;

(*b*) The ordinary diet of the detention barrack or prison,

for alternate and equal periods not exceeding 3 days (respectively) in duration.

Thus, if a soldier under sentence be sentenced to have the No. 1 scale for 12 days, he would be on bread and water for a total of 6 days, the bread and water days alternating with the ordinary diet days in periods of 1, 2, or 3 days, at the discretion of the commandant, subject to any recommendation from the medical officer.

The No. 1 scale may be ordered for any single term not exceeding 15 days.

No soldier under sentence who has been upon this scale for a period of 3 days continuously can again be placed upon it for a fresh offence until the expiration of an interval of 3 days, during which interval he will receive the ordinary diet of the detention barrack or prison, but will not be given work nor allotted marks.

No. 2 SCALE PUNISHMENT DIET.

184. For soldiers under sentence performing a daily task of light work.

The scale when given for a period of 21 days or less, is to be as follows:—

Stirabout Diet.

Breakfast.—Bread, 8 oz.

Dinner.—1 pint stirabout, containing 2 oz. oatmeal; 2 oz. Indian meal; salt; potatoes, 8 oz.

Supper.—Bread, 8 oz.

When No. 2 scale is ordered for a period exceeding 21 days, it is to consist of the above stirabout diet for the first 3 weeks, and after the fourth week. During the fourth week the soldier under sentence will receive the ordinary detention barrack or prison diet.

The entire period for which any single term of the No. 2 scale may be ordered is not to exceed 42 days.

No soldier under sentence who has been upon this scale for a period of 21 days continuously can again be placed upon it until the expiration of an interval of 1 week, during which interval he will receive the ordinary detention barrack or prison diet.

If a soldier under sentence while on No. 2 diet should be guilty of misconduct, No. 2 diet may be temporarily interrupted, and the soldier may be placed on No. 1 diet for a period not exceeding 3 days; on the expiration of the period awarded on No. 1 diet the soldier will resume the diet originally ordered, and the period passed upon the No. 1 diet will count as part of the period originally awarded on No. 2 diet.

No. 3 SCALE PUNISHMENT DIET.

185. For soldiers under sentence attending all parades. The scale will not be awarded for more than 7 consecutive days, after which a man will be placed on full diet for 3 days before any further punishment diet is awarded. One mark will be forfeited for every day of award. Men undergoing this punishment diet will attend all parades and take part in all work performed by those undergoing detention or imprisonment on full diet.

BREAKFAST—

Daily—

Bread	8 oz.
Gruel	1 pint.
Margarine	½ oz.

DINNER—

Sunday and Wednesday—

Bread	8 oz.
Suet Pudding	8 oz.
Meat	4 oz.

Monday and Friday—

Bread	8 oz.
Potatoes	8 oz.

Tuesday, Thursday and Saturday—

Bread	8 oz.
Porridge	1 pint.

SUPPER—

Daily—

Bread	8 oz.
Gruel	1 pint.
Margarine	½ oz.

5.—RESTRAINT.

General Instructions.

186. No soldier under sentence will be put under mechanical restraint by the commandant of any detention barrack or prison, except in case of urgent necessity, and the particulars of every such case will be forthwith recorded by the commandant in his journal, and reported to the G.O.C. No soldier under sentence shall be kept under mechanical restraint for more than 24 hours without an order in writing from the G.O.C. specifying the cause thereof, and the time during which the soldier under sentence is to be kept under mechanical restraint, which order shall be preserved by the commandant as his warrant. No soldier under sentence shall be put under any other mechanical restraint, as a punishment. Mechanical restraint shall be used only when necessary for the purpose of restraining the soldier under sentence. No other means of restraint shall be made use of, except those of such pattern as have been duly approved.

187. Whenever a soldier under sentence is placed under restraint, the day and hour of the restraint being put on and taken off, or changed in the manner of application, shall be entered in the commandant's journal.

188. The Secretary of State has approved of the following articles being made use of as means of restraint and they will be supplied on demand according to the sealed patterns :—

1. *Handcuffs.*—Figure of eight, swivel, or curb chain, not to exceed, for the pair, 22 ounces in weight.

2. *Loose Canvas Restraint Jacket,* made of canvas sail cloth No. 3, doubled and quilted with Dutch twine in squares of about 4 inches. The sleeves are made of the same material, and laid on inside with a piece of leather about 4 inches deep at the bottom. Three straps are attached to the body of the jacket, each 12 inches long and 1 inch wide; these are buckled behind with three tinned buckles (1 inch). There are also two crutch straps, each 22 inches in length and 1 inch wide, which buckle behind with two buckles similar to the above. The whole of the straps are made from kip leather. The jacket is made full in front.

3. *Body Belt,* of double leather sewn together, fastened by a lock round the waist, with steel wristlets at equal distances at the sides to lock the wrists therein, altogether not to exceed 4 pounds in weight.

Handcuffs.

189. *Handcuffs.*—Whenever it is found necessary to place the handcuffs on a soldier under sentence (for any reason except for temporary use when such additional security may be usual), an order will be given on a form, as in Appendix IV., specifying the date and hour when they are to be put on, and whether they are to be placed with the hands in front of, or behind, the body. The member of the staff carrying out the order will state, in the proper place on the form, how the order was carried out, and the date and hour of removal or change of positions of the handcuffs. If, on account of the peculiar violence of the soldier it is necessary that the handcuffs should be placed behind the body, they are to be removed to the front at meal-times and bed-time, and replaced after meals and on getting up.

190. Should this means of restraint be used upon the recommendation of the medical officer, it is to be so stated on the order, and that officer will state his concurrence as to the mode and time of restraint being in accordance with his opinion of the necessity of the case.

Loose Canvas Restraint Jacket.

191. *The Loose Canvas Restraint Jacket* may be used when a restraint is necessary to prevent a soldier under sentence who is suffering from a mental affection from injuring himself or others, or destroying clothing or other articles. It will only be resorted to on medical grounds, and by direction of the medical officer, who shall immediately inform the commandant in writing, and the commandant shall forthwith report the fact in writing to the G.O.C. and enter it in his journal.

192. The medical officer will visit the patient while under restraint in the jacket, at least twice in every 24 hours, and oftener if required. He will also keep a record of the day and hour when the restraint was applied, the day and hour it was finally discontinued, and the reasons for its employment. The restraint shall not be continued longer than is necessary, and never for more than 24 hours consecutively. If, after that period, the medical officer deems it necessary again to order this jacket, one hour at least must elapse before it is re-applied, and he must make a record of the fact as before, and continue his visits as specified above, and the same reports will be made as on a first occasion.

193. When the restraint is discontinued the medical officer will inform the commandant thereof in writing.

Body Belt.

194. *The Body Belt* may be used for restraining soldiers under sentence guilty of violent conduct, and for whom the other means

of restraint are inappropriate. It is not to be continued for a longer period than may be necessary for the soldier's own safety, or for that of others, and it is in all cases to be used only with the concurrence of the medical officer.

195. The use of the body belt will be subject to the same restrictions as above directed in respect of the restraint jacket.

Canvas Clothing.

196. The following articles of canvas clothing may be made use of for soldiers under sentence who destroy their ordinary clothing :—

(1) *Canvas Suit* consisting of frock and trousers made of canvas sail cloth No. 2, and not to exceed 12 pounds in weight. Each case will be reported to the visitor who shall next visit the detention barrack or prison; the date of commencing and ceasing to wear the dress being duly recorded by the commandant.

(2) *Canvas Waistcoat and Trousers in one, and Canvas Frock* made to open down the back, with buttons, and eyelet holes for a lace. The frock to be worn over the clothing, to have an opening at the back, wide enough to admit the head, and to be fastened at the neck with a strap and lock. A leather belt, also fastened by a lock, to be worn round the waist, and kept in its place by being passed through two small leather loops placed on each side of the frock. The waistcoat, trousers, and frock to be all made of canvas sail cloth No. 2. This dress may be used on recommendation of the medical officer, for medical cases under treatment in the infirmary, to prevent soldiers under sentence stripping themselves, tearing up their clothing, and thus suffering from exposure to cold. The particulars in each case are to be duly recorded by the medical officer and the commandant, and reported to the visitor who shall next visit the detention barrack or prison.

Section VI.—Training and Education.

1.—MILITARY TRAINING.

General Instructions.

197. Bearing in mind that soldiers are, in most cases, to return to the colours on release, and that they should be fit at once to resume their places in the ranks, the commandant will pay special attention not only to the discipline and military training of such soldiers, but also to their bearing and personal appearance.

2.—EDUCATIONAL TRAINING.

198. Educational training will be carried out at the discretion of the commandant. Men undergoing sentences of 28 days and upwards may be prepared for third and second class certificates of education, and their examination carried out under instructions from the G.O.C.-in-C. of the command, in accordance with Educational Training, 1923.

3.—LIBRARY.

Provision of Books.

199. Two libraries are maintained under the orders of the commandant in each detention barrack and prison :—

(*a*) For the use of the staff.
(*b*) For soldiers under sentence.

The library for the use of the staff is maintained by a supply of books and periodicals requisitioned on A.F. L 1385 annually on 1st April, from the War Office. The total cost of the books requisitioned each year will not exceed 2*s*. for each member of the staff.

In each demand (after the first) the names of any books which are worn out or require replacement should be shown.

When annual demands are made, a few extra books in proportion to the demand will be shown as an alternative issue for those which may not be available.

Numbers should be assigned to each book, and as received they should be taken on ledger charge.

The library for the use of soldiers under sentence is maintained at 5*s*. per head, calculated on the daily average number of soldiers in custody during the preceding twelve months. Demands will be forwarded on A.F. L 1385 annually on 1st April to the War Office, and may include any suitable book in print of a useful and instructive kind. The name of the publisher and the published price should be stated.

A few books in foreign languages may be included, if thought desirable.

Section VII.—General Duties.

1.—GENERAL INSTRUCTIONS.

Responsibility for Public Stores, &c.

200. In the event of any article, the property of the detention barrack or prison, being lost, wilfully, or through carelessness damaged, by a soldier under sentence, or in the event of any damage being committed by a soldier to his room, room furniture, or to any part of the detention barrack or prison, the commandant will make a charge of the amount of such loss or damage against the O.C. his troop or company, who will recover such amount from the soldier on his return to his unit by stoppage from his pay.

201. The authorized scale of room equipment is given in Schedule 84 of Barrack Schedules, Part I.

202. Members of the staff are liable to pay for any articles committed to their charge which through their negligence may be lost or damaged, or for any other damage which they may commit.

Care of Private Property.

203. The private property of a soldier who has not been sentenced to or recommended for discharge will be retained in his unit, as directed by King's Regulations. Where this has not been done, the fact should be reported to the O.C. the unit, or, at the discretion of the commandant, to the War Office.

204. A "Property Book" will be kept, in which shall be made an entry (to be signed by the soldier under sentence, and attested by the appointed member of the detention barrack or prison staff), of the clothes, money, or other articles found upon the soldier; which clothes, money and articles the commandant will take into his possession, to be accounted for or returned to such soldier when released from the detention barrack or prison, and any other money that may be received for a soldier under sentence shall be placed to the credit of such soldier, and similarly accounted for on his reelase.

205. Clothing and other articles will be purified if required.

Special Guards.

206. In the event of a guard being furnished specially for the detention barrack or prison, or of sentries being posted from another guard for the greater security of the detention barrack or prison, and to prevent escape, the commandant will inform the officer or N.C.O. commanding it of his requirements as to the posting of sentries and the duties they will be required to perform, and if the guard is specially furnished for the detention barrack or prison, as to putting the whole or any part of his guard under arms in any part of the detention barrack or prison, during such time as he may deem necessary. In no case will he allow a sentry to be employed in the discipline of the detention barrack or prison, nor to hold any communication whatever with the soldiers under sentence, and he will take care that in mounting sentries no facilities are afforded for a breach of these rules.

2.—DUTIES REGARDING SOLDIERS UNDER SENTENCE.

Occupation of Rooms.

207. The commandant will cause an abstract, approved by the Secretary of State, of the regulations relating to the treatment and conduct of soldiers under sentence, to be posted in each room.

208. Coir, hair or flock picking should be carried out in an open shed and not in a room.

209. Each soldier under sentence will usually occupy a room by himself by day and night. Epileptic soldiers or those labouring under diseases requiring assistance or supervision in the night may at any time, notwithstanding this rule, be placed, by order of the medical officer, with not fewer than two other soldiers under sentence.

210. In every detention barrack, special rooms, and in every military prison, special cells will be provided for the temporary confinement of refractory or violent soldiers under sentence.

211. No room will be used for the separate confinement of a soldier under sentence unless it is certified under authority from the War Office to be of such a size, and to be lighted, warmed, ventilated and fitted up in such a manner as may be requisite for health, and furnished with the means of enabling the soldier to communicate at any time with a member of the staff of the detention barrack or prison; and this certificate may be varied so as to express the period of detention or imprisonment for which each room may be considered fit, and the number of hours in the day during which the soldiers under sentence may be employed therein.

212. No special room or special cell will be used unless it is certified under authority from the War Office to be furnished with means for enabling the soldier under sentence to communicate at any time with a member of the staff of the detention barrack or prison, and fit for occupation without detriment to the health of the soldier under sentence.

213. Every certified room will be distinguished by a number or mark placed in a conspicuous position, and shall be referred to by its number or mark in the certificate furnished from the War Office, and if the number or mark of any certified room is changed without sanction from the War Office or the room itself is structurally altered, such room will be deemed to be an uncertified room, until a fresh certificate has been given.

214. At stations abroad the duty of ascertaining the state of a room used for the separate confinement or punishment of soldiers under sentence will devolve on a military staff officer appointed by the G.O.C., assisted by an officer of the Royal Engineers, who shall adopt the same standard as may from time to time be applied to such rooms in the United Kingdom, so far as applicable. The fitness of the rooms for occupation will be certified by the staff officer to the O.C. at the station, before they are occupied by soldiers under sentence. Copies of all certificates issued will be forwarded to the War Office.

Food, Clothing and Bedding.

215. Sufficient bed clothes will be provided for every soldier under sentence. Additional clothing and bedding may be issued

during severe weather, or in special cases as the medical officer may deem requisite.

216. Water bottles or other utensils for drinking water are to be inspected daily before being refilled.

217. Scales and legal weights and measures will be provided, and will be open to the use of any soldiers under sentence under such regulations as may be necessary.

218. A soldier under sentence who has any complaint to make regarding the diet furnished to him, or who wishes his diet to be weighed or measured to ascertain whether he is being supplied with the authorized quantity, must make his request as soon as possible after the diet is handed to him and before his door is locked, and it will be weighed or measured in his presence and in that of the member of the staff deputed for that purpose.

219. The scales of diet for soldiers under sentence at Home stations will be as given in the following tables:—

SCALE I.

Dietary for soldiers undergoing sentences of detention in detention barracks, branch detention barracks, and barrack detention rooms.

BREAKFAST—	
Daily—	
Bread	6 oz.
Margarine	½ oz.
Cocoa	¾ pint.
Gruel	1 pint.
DINNER—	
Daily—	
Bread	2 oz.
Beef or mutton	8 oz.
Potatoes	16 oz.
Vegetables	2 oz.
Peas or beans	2 oz.
Rice	2 oz.
Suet	¼ oz.
SUPPER—	
Daily—	
Bread	6 oz.
Margarine	½ oz.
Tea	1 pint.
Cheese	2 oz.

NOTE.—9 or 8 oz. uncooked meat, with bone, should produce 5 or 4 oz. cooked meat without bone.

The proportion of bone is not to exceed 2 oz. in every pound of meat supplied.

Scale II.

Dietary for all soldiers undergoing sentences of imprisonment in military prisons.

Breakfast—	
Daily—	
Bread	10 oz.
Cocoa	¾ pint.
Dinner—	
Sunday—	
Bread	5 oz.
Potatoes	8 oz.
Suet pudding	8 oz.
Beef or mutton	8 oz.
Rice	4 oz.
Dinner—	
Wednesday—	
Bread	5 oz.
Potatoes	8 oz.
Soup (pork and beans)	1 pint.
Cheese	2 oz.
Rice	4 oz.
Dinner—	
Monday, Thursday and Friday—	
Bread	5 oz.
Potatoes	8 oz.
Rice	4 oz.
Beef or mutton	9 oz.
Dinner—	
Tuesday and Saturday—	
Bread	5 oz.
Potatoes	8 oz.
Rice	4 oz.
Soup	1 pint.
Cheese	2 oz.
Supper—	
Sunday, Monday, Thursday and Friday—	
Bread	9 oz.
Gruel	1 pint.
Supper—	
Tuesday, Wednesday and Saturday—	
Bread	9 oz.
Tea	¾ pint.

Note.—9 or 8 oz. uncooked meat, with bone, should produce 5 or 4 oz. cooked meat without bone.

The proportion of bone is not to exceed 2 oz. in every pound of meat supplied.

220. The following are the ingredients to be used in the preparation of these scales of diet:—

SOUP.

In every pint.

SOLDIERS UNDERGOING SENTENCES OF IMPRISONMENT.

The meat and liquor from 8 oz. of the leg and shin of beef, weighed with the bone previous to cooking.
1 oz. onions or leeks.
2 oz. split peas.
2 oz. fresh vegetables.

SOUP (Pork and Beans).

In every pint.

FOR SCALE II ON WEDNESDAYS.

4 oz. fat pork.
4 oz. peas.
½ oz. onions.
¼ oz. vinegar.

SUET PUDDING.

1½ oz. suet, 8 oz. flour, and about 6½ oz. water, to make 1 lb.

GRUEL.

To every pint.

2 oz. coarse Scotch oatmeal with salt.

PORRIDGE.

To every pint.

3 oz. coarse Scotch oatmeal, with salt.

COCOA.

To every ¾ pint.

½ oz. cocoa, 2 oz. milk, ½ oz. molasses, or ¾ oz. of sugar.

The beef and mutton will be weighed without bone after cooking, and will be served with the meat liquor, flavoured with ½ oz. of onions, and thickened with ¼ oz. of flour.

221. At stations abroad the above scales of diet may also be used when deemed expedient; but if not, such diet only will be used as may have received the sanction of the G.O.C., and the diet so authorized will be reported to the War Office and stated in the local regulations of the command.

Appendix VI gives the table for computing issues of diets.

Personal Cleanliness.

222. Every soldier under sentence will take a bath on reception, unless it shall be otherwise directed by the commandant or medical officer.

223. Soldiers under sentence will be required to keep themselves clean and decent in their persons. They will obey such regulations as regards washing, bathing, hair cutting and shaving, as may be established with a view to a proper maintenance of health and cleanliness. They will be allowed a proper supply of clean linen, towels, &c. The hair of soldiers under sentence will not be cut closer than may be necessary for purposes of health and cleanliness.

224. If any soldier under sentence is found to have any cutaneous disease, or to be infested with vermin, means will be taken effectually to eradicate the same, and the case will be reported to the O.C. unit, or, at the discretion of the commandant, to the G.O.C.

225. No soldier under sentence will be stripped or bathed in the presence of any other soldier under sentence.

226. The times of bathing will be arranged by the commandant so that each soldier under sentence has a bath once a week at least.

Friends of Soldiers under Sentence, and Letters.

227. No person will be admitted to visit a soldier under sentence until he has given his name and address and relationship to, or connection with, the soldier, if any, and these particulars will be duly recorded in the commandant's journal.

228. If the commandant knows any sufficient cause why any visitor should not be admitted, he will refuse admission to such person and will duly record the circumstances.

229. If the commandant has any ground for suspicion, he may search, or cause to be searched, male visitors, but such search will not be made in the presence of any soldier under sentence or of another visitor; and in case of any visitor refusing to be searched, the commandant may deny him admission. The grounds of such proceeding, with the particulars thereof, are to be recorded by the commandant.

230. A soldier under sentence will, on admission, be allowed to communicate with his relatives and respectable friends by letter, as provided in Rule 119 (vii) (*h*), and to be visited by them in the detention barrack or prison, and subsequently he will be allowed the same privilege at intervals, to be determined according to his good conduct and industry. Not more than three persons will be admitted at one time to visit a soldier under sentence. No other person will be allowed to communicate with a soldier under sentence except at the discretion of the commandant and as provided for in

Rule 119 (viii) J. These privileges may be forfeited at any time for misconduct or breach of regulations of the detention barrack or prison. Visits of friends to soldiers under sentence on Sundays will be allowed at the discretion of the commandant.

231. Friends of soldiers under sentence desiring to visit them will be admitted only to the place appropriated for the purpose, except in special cases with the sanction of the proper authority. Soldiers under sentence reported by the medical officer to be seriously ill may be visited elsewhere by any near relative or friend, on a written order of the commandant.

232. Soldiers under sentence will be visited in the presence of a member of the staff.

233. The period of the visit allowed to any soldier under sentence will be at the discretion of the commandant.

234. Officers of police may visit soldiers under sentence for the purpose of identification, on production of an order from the proper police or magisterial authority.

235. If there are reasonable grounds for suspecting that any person who is admitted within the detention barrack or prison for the purpose of seeing a soldier under sentence brings in or takes out any articles for an improper purpose, or contrary to the regulations of the detention barrack or prison, the commandant is authorized to terminate the visit of such person, duly recording the fact in his journal. He may remove from the detention barrack or prison any visitor whose conduct is improper, duly recording the fact.

236. The commandant will read every letter addressed to or written by, a soldier under sentence, and he will use his discretion in communicating to, or withholding from, a soldier under sentence, at any time, the contents of any letter addressed to such soldier; but every case in which he may think proper to withhold the contents of a letter, or to withhold the letter itself on the release of the soldier, will be fully recorded. He may, at any time, communicate to a soldier under sentence, or to his friends, any matter of importance to such soldier, in case the soldier should not be entitled to write or receive a letter.

Special envelopes for the use of soldiers under sentence can be obtained from the War Office. They should be described as "Envelopes, cream wove, thin, with small G.R. cameoed beneath flap, gummed, No. 5, 5″ × 3″."

237. On the release of a soldier under sentence, the letters addressed to him while in custody are to be given up to him with his other property, unless the commandant thinks proper to withhold them on account of their contents.

Boys.

238. Whenever a boy is admitted to a branch detention barrack the fact will be reported in manuscript at once to the commandant, who controls the branch detention barrack.

Boys will not be treated as men. With the advice of medical officers and chaplains the commandant will arrange for such instruction and work to be given as may be suited to their age and capabilities.

All boys who are sentenced to periods of detention of over 168 hours, will be committed to Aldershot Detention Barrack.

3.—DAILY DUTIES AND PARADES.

General Instructions.

239. The commandant will himself, once each day, parade and carefully inspect all soldiers and cause members of the staff in charge of sections or parties to inspect them every time they parade for drill, exercise, or work out of their rooms, and to require a high standard of cleanliness and neatness in regard to their persons, clothing, &c., &c.

240. A locking-up report shall be made to the commandant at 8 p.m. each night, and no ingress or egress shall be allowed into or out of the detention barrack or prison between the hours of 8 o'clock at night and 6.30 o'clock in the morning, except to the commandant, chaplain, medical officer, or serjeant-major, or, in special cases, which will be duly recorded by the commandant in his journal.

One member of the staff must always be present at the issue of suppers.

Time Tables.

241. The duties of the staff and the employment of soldiers under sentence will be regulated by the following detailed time tables of daily duties throughout the year.

At military prisons, detention barracks and branch detention barracks abroad, such modifications as may be necessary to meet local circumstances will be allowed; but no alteration of any kind may be made without sanction from the War Office. Such modifications, with the date of sanction, are to be noted on the time tables at each detention barrack or prison. During winter months the hour for school may be altered at the discretion of the commandant so as to commence after outside work ceases.

TIME TABLES.

Detention Barracks and Branch Detention Barracks

Staff.

	Week-Days.	Sundays.
	a.m.	a.m.
Bell rings. Staff parade and are inspected by the serjeant-major. Keys issued. Night-watch goes off duty.	6.30	7.0
Staff (except patrol) go to breakfast ...	8.0	8.0
Staff return. Patrol goes to breakfast and returns 12.25 p.m.	9.0	9.0
	p.m.	p.m.
Staff (except patrol) go to dinner	12.30	12.30
Staff return. Patrol goes to dinner	1.45	2.0
Staff for evening duty come on duty... ...	4.10	3.55
Staff (except those on evening duty) go off duty.	4.15	4.0
Night watch comes on duty	7.30	7.30
Patrol goes off duty	8.0	8.0

Soldiers under Sentence.

Time.	Week-Days.	Time.	Sundays.
a.m.		a.m.	
6.0	Bell rings. Rise, make beds, scrub rooms, &c.	6.30	Bell rings. Rise, make beds, sweep rooms, &c.
6.30	Prepare for ablutions.	7.5	Check roll taken, ablutions, slops collected, &c.
6.35	Check roll taken. Shaving, ablutions, slops collected, rooms inspected, &c.	8.0	Breakfasts.
7.0	Work commences (outside as well as in).	9.5	Closeting.
8.0	Breakfasts.	—	Divine service as ordered.

TIME TABLES—*continued.*

Soldiers under Sentence—*continued.*

Time.	Week-Days.	Time.	Sundays.
a.m.		a.m.	
8.30	Cleaning equipment and rooms. Dress ready to slip on equipment.		
9.5	Closeting.		
9.30	Parade in marching order for military training.		
p.m.		p.m.	
12.15	Military training ceases; lock up, &c.	12.20	Dinners.
12.20	Dinners.	5.30	Suppers. Lock up.
12.50	Clean kits, &c.	9.0	Lights out.
1.5	Work in rooms on tasks.		
1.45	Work outside; military training for selected men and school.		
4.0	Ablutions, closeting, &c.		
4.15	Work in rooms on tasks.		
5.0	Cleaning kits, equipment, &c.		
5.30	Suppers.		
6.0	Work in rooms on tasks.		
7.5	Clean equipment, kits, &c., reading, letter writing.		
8.0	Lock up.		
9.0	Lights out.		

Military Prisons.

Staff.	Week-Days. a.m.	Sundays. a.m.
Bell rings. Staff parade and are inspected by the serjeant-major. Keys issued. Night-watch goes off duty.	6.30	7.0
Staff (except patrol) go to breakfast ...	8.0	8.0
Staff return. Patrol goes to breakfast ... and returns 12.25 p.m.	9.0	9.0
	p.m.	p.m.
Staff (except patrol) go to dinner	12.30	12.30
Staff return. Patrol goes to dinner	1.45	2.0
Staff for evening duty come on duty... ...	4.10	3.55
Staff (except those on evening duty and N.C.O. issuing suppers) go off duty (N.C.O. issuing suppers goes off when duty is done).	4.15	4.0
Night-watch comes on duty	7.30	7.30
Patrol goes off duty	8.0	8.0

TIME TABLES—*continued.*

Prisoners under Sentence.

Time.	Week-Days.	Time.	Sundays.
a.m.		a.m.	
6.0	Bell rings. Rise, make beds, scrub cells, etc.	6.30	Bell rings. Rise, make beds, sweep cells and prepare for ablutions.
6.35	Check roll taken. Collect slops. Ablutions, cells inspected, etc.	7.5	Check roll call, slops collected. Ablutions.
7.0	General cleaning of prison	7.30	General cleaning of prison.
8.0	Breakfasts.	8.0	Breakfasts.
8.30	Clean cell and utensils, and prepare for inspection.	9.5	Closeting.
9.5	Closeting.	9.15	Exercise.
9.15	Exercise.	—	Divine service as ordered.
10.0	Work outside commences.		
p.m.		p.m.	
12.15	Work outside ceases.	12.20	Dinners.
12.20	Dinners.	5.30	Suppers. Lock up.
12.50	Work commences in cell.	9.0	Lights out.
1.45	Closeting.		
1.55	Work outside recommences.		
4.0	Ablutions, closeting, etc.		
4.15	Work recommences in cell.		
5.30	Suppers.		
6.0	Work recommences in cell.		
7.30	Cell work ceases. Tools put outside cell.		
8.0	Lock up.		
9.0	Lights out.		

242. A soldier under sentence will be inspected in marching order and will periodically drill in this order, at the discretion of the commandant. Parades and drills will be instructional and not for the purposes of punishment.

Parades will be held in full dress (dismounted), except headdress, on Sundays and such other days as the commandant may direct.

243. On Sundays all soldiers under sentence at detention, branch detention barracks or prisons will parade for inspection before marching to church.

244. During inclement weather, it will be within the discretion of a commandant to vary the hours laid down for particular work or duty, and so ensure, as far as possible, that the duty, drill, &c., out of doors, is not omitted.

245. Soldiers under sentence who are not to rejoin their units on release, will not be practised in drill or physical training, or be given military training, but will be kept at industrial work instead. Such soldiers may be given walking exercise on the recommendation of the medical officer.

246. Cleaning of arms will be carried out daily.

Keys.

247. A member of the staff entrusted with keys must keep them carefully in his own possession while on duty, and will not leave them lying about, nor lend them to any person on any pretence whatever.

248. When going off duty for the night, or proceeding on leave, he will deliver over all keys in his charge to the proper person in accordance with the rules.

249. As each member of the staff goes off duty for the night, the N.C.O. sleeping in will take over his keys and see that they are locked up in the proper receptacle. He will retain on his person a sealed packet containing the duplicate key of this receptacle, which may be used by him only on emergency. While on duty he remains responsible for the safe custody of this receptacle. Master-keys are not to be used for locking or unlocking the room doors of soldiers under sentence.

4.—MEDICAL DUTIES.

General Instructions.

250. The medical officer will be furnished daily with a list of soldiers under sentence who complain of illness, or are removed to hospital, or are confined to their rooms by illness, or are under punishment.

251. If the medical officer gives directions for any soldier under sentence to be removed from the detention barrack or prison to hospital, the commandant or governor will take immediate steps to give effect to these directions, or to notify them, if necessary, to the O.C. the district or station so that he may issue an order for such removal and for the safe custody of the soldier under sentence while in hospital. In cases of emergency the medical officer will act on his own responsibility in directing the immediate removal of a soldier under sentence to hospital. In such cases he will take the necessary steps for the safe custody of the soldier until the covering order for removal is received.

252. The instructions of the medical officer for isolating soldiers under sentence who have contracted infectious or contagious disease, or are suspected thereof, will be at once attended to; and steps will be taken to cleanse and disinfect the detention barrack or prison or any part thereof and to cleanse, disinfect and, if necessary, destroy any infected bedding or clothing.

253. Strict attention will be paid to the ventilation drainage and general sanitary condition of the detention barrack or prison, and the necessary measures will be taken for maintaining the sanitation in perfect order.

254. The commandant and medical officer will frequently inspect the ablution rooms, baths, and all other parts of the detention barrack or prison and will satisfy themselves that all are maintained in proper condition. It is the duty of any member of the staff to report at once any defect in the sanitary arrangements.

255. Soldiers under sentence, if employed at work in their own rooms, will be permitted to take such exercise in the open air as the medical officer may deem necessary for their health.

256. All directions given by the medical officer in relation to any soldier under sentence, with the exception of orders for the supply of medicines or directions in relation to such matters as are carried into effect by the medical officer himself, or under his superintendence, will be furnished in writing to the commandant, and entered in the medical officer's journal.

Inquests.

257. It is the duty of the coroner who has jurisdiction in the place to which the detention barrack or prison belongs to hold an inquest on the body of every soldier under sentence who may die, within the detention barrack or prison. Where it is practicable, one clear day should intervene between the day of the death and the day of holding the inquest; and in no case will any member of the staff of the detention barrack or prison, or any soldier in the detention barrack or prison, be a juror on such inquest.

258. In no case, where an inquest is held on the body of a soldier under sentence who dies within the detention barrack or prison, will any person engaged in any sort of trade or dealing with the detention barrack or prison be a juror on such inquest.

5.—PRECAUTIONS AGAINST FIRE.

General Instructions.

259. The commandant will issue the necessary orders as safeguards against "Fire," complying with King's Regulations so far as they apply.

260. A daily inspection and report should be made to ensure that tanks which contain water intended for use on such occasions are kept full and that the pressure in all mains supplied from other sources is sufficient.

261. In the hall of the detention barrack or prison, or other conspicuous part, a board should be placed stating where the hydrants are situated which should be used in case of fire in the several parts of the detention barrack or prison, and where the keys, turncocks, fire buckets, ladders, and other necessary implements are to be obtained.

262. A copy of any order issued by the O.C. the troops, regarding the assistance to be rendered by the troops in the event of fire at the detention barrack or prison, should also be placed on a board for the information of all concerned.

263. In case of fire the member of the staff in charge of the detention barrack or prison at the time will be responsible for ensuring that proper arrangements are made.

264. The orders to be observed in case of fire will be read out once a quarter to all the members of the staff; and N.C.Os. newly appointed are expected to have made themselves acquainted with them before being considered to have passed their probation.

265. A fire piquet of soldiers under sentence will be told off and located in the rooms nearest to the fire appliances. All the detention barrack or prison staff are to be trained in fire duties, and should have a knowledge of the hydrants.

266. In case of fire occurring in any building occupied by soldiers under sentence, or in quarters occupied by members of the staff, or contiguous thereto, safety of life is the main object to be attended to in the first instance; the secure custody of soldiers under sentence, and steps for extinguishing the fire, will be the next consideration.

267. When a fire occurs between the hours of locking and unlocking the detention barrack or prison, the member of the staff discovering

it, or the night watchman, will at once ring any bells that communicate with the commandant's, serjeant-major's or any staff quarters, and will apprise the gate-keeper or guard, who will immediately call up all members of the staff occupying quarters, or living in the vicinity of the detention barrack or prison, and if considered necessary at the neighbouring barracks and other places where there are fire-engines.

268. The alarm bell will only be rung by order of the commandant or serjeant-major unless urgent circumstances arise.

269. If the fire should be in any of the divisions occupied by the soldiers under sentence, the whole of the rooms in that division will be unlocked, and if requisite the soldiers under sentence will be marched to another part of the detention barrack or prison or to the parade ground, where regularity and silence must be maintained.

270. In case of fire occurring in parts of the detention barrack or prison buildings not occupied by soldiers under sentence, or in the quarters of the members of the staff, the instructions given by Rule 267 will be acted on, but the instructions applicable in case of a fire in buildings where soldiers under sentence are located will not be acted on.

271. In the event of the assistance of soldiers under sentence being required, the fire party will be turned out, but only as many of these are to be taken at a time as may be necessary for the duty required.

272. The fire party will fall in and be ready to work the engine or hose as soon as the keys of the engine-house are given out, and if the fire be in the interior of the detention barrack or prison, other parties will be formed up from the tanks to the place of fire to pass buckets of water, and a party will man the pump.

273. Should the fire occur in the neighbourhood of storerooms or offices, parties will be employed to remove stores and documents. All inflammable articles of furniture will be removed from the vicinity of the fire.

274. All members of the staff entering the detention barrack or prison will repair at once to their respective wards, unless they receive special instructions to proceed to other points.

275. In the event of a military guard being present, one half will be posted at intervals round the detention barrack or prison, the other half will be kept in reserve.

6.—LEAVE OF ABSENCE.

General Instructions.

276. Commandants of detention barracks are placed as regards annual leave under Article 408, Pay Warrant, 1922.

277. A commandant shall not be absent from his quarters for a night, without leave. Application for leave shall be made to the G.O.C., and the result communicated to the War Office, the address while on leave being stated, if for over 3 days.

278. When the commandant is absent on leave, or his services are not available by reason of sickness or other unavoidable cause, an officer shall at the discretion of the G.O.C. be appointed to act as his substitute; and, during such absence, the substitute so appointed will have the powers and perform the duties of the commandant. The name of the officer so detailed will be furnished to the War Office.

279. Furlough may be granted to members of the civilian staff and of the M.P.S.C. at such time as they can best be spared.

Section VIII.—Books, Reports and Returns.

1.—BOOKS.

General Instructions.

280. The commandant will keep a journal and such other records and books as may be from time to time directed.

281. He will be responsible for the safe custody of the journals, registers, books, commitments, and all other documents confided to his care.

282. The discharge documents of warrant officers and N.C.Os. of the Military Provost Staff Corps will be prepared, signed and approved by the commandant, after which they will be forwarded to the War Office for confirmation and transmission to the Secretary, Royal Hospital, Chelsea. Each commandant will keep a numerical list of A.Fs. B 2067.

At the head of each form the name of the detention barrack or prison will be added after the abbreviated title of the unit, thus :—

$$\frac{\text{M.P.S.C.}}{\text{5.}} \text{ (Dublin)}$$

The superannuation paper of civilian employees will be prepared in duplicate, signed by the commandant, and forwarded to the War Office.

283. The duplicate attestations of warrant officers and N.C.Os. serving in branch detention barracks will be retained by the commandant of the detention barrack to whom they are directly responsible.

284. All mark registers (A.F. C 395), except those of naval ratings, will be retained by the commandant for three years, in accordance with King's Regulations, after which time they may be destroyed.

Committal warrants will be retained by the commandant for four years, after which time they may be destroyed.

285. When naval ratings are transferred from a military detention barrack to a naval detention quarters the mark register (A.F. C 395) will in all cases be sent with the men. In other cases the mark registers will be retained by the commandant unless applied for by the naval authorities.

286. Supply and fuel and light accounts, &c. (A.Fs. F 727 and F 733), rendered from branch detention barracks, will be signed by the N.C.O. in charge and countersigned by the visiting officer.

287. When ordnance articles are inspected locally the inspection note will be forwarded to the War Office as soon as the result is known.

2.—REPORTS AND RETURNS.

Casualties.

288. Casualties are in all cases to be reported to the War Office, as they occur, on A.F. O 1810. Upon the death of a soldier under sentence the commandant will give immediate notice thereof to the coroner, or local civil authority when there is no coroner, and to the O.C. his unit, as well as to the nearest relative of the deceased, where practicable.

Statistical Record.

289. The commandant will transmit to the War Office, as soon as it can be prepared after the 1st January in each year, a statistical record, giving the number of soldiers and others admitted and released or otherwise disposed of during the preceding year, and other particulars from time to time required, accompanied by a special report of such observations and circumstances relating to the detention barrack or prison as may be of sufficient importance or may be required (*see* Appendix IX.).

Annual Return.

290. The commandant will at the same time forward the annual return and report of the medical officer. Averages shown in the annual return should be worked out to two decimal place.

APPENDIX I.

Syllabus of Military Training.

The hours for parades are contained in the Time Table of Duties. The course of Military Training consists of the following subjects:—

(*a*) Drill (including squad drill with and without arms, extended order drill and signals), physical and bayonet training, and marching.

(*b*) Weapon training, including miniature cartridge practice.

(*c*) Morse signalling (for trained signallers only) and in addition, for Royal Artillery only, semaphore signalling.

(*d*) Lectures on skirmishing and scouting, drill, musketry, care of arms, discipline, saluting, crimes and punishments, interior economy, pay, messing, guards and duties, conduct on active service, hygiene, sanitation, and first field dressing.

(*e*) Lectures, explained on a blackboard, on outposts, advanced and rear guards, attack and defence.

(*f*) Knots and lashings.

(*g*) Pitching and striking tents.

(*h*) Anti-gas measures.

Musketry.

Soldiers under sentence who have less than four months' service, or who have not fired a Recruits' Course of Musketry, and others who may be found to be backward, will daily perform musketry consisting of instruction in aiming, firing, &c.

They will continue to do so until they are fit to fire a course on the miniature range. Trained soldiers will perform miniature cartridge practice and one hour's musketry drill at least once a week.

Notes on the cleaning of rifles, &c., which can be obtained from the War Office, should be posted in each room for the use of soldiers under sentence.

APPENDIX II.

Army Form C 364.

CONFIDENTIAL.

(Referred to in Rules 95 and 96 of the Rules for Military Detention Barracks and Military Prisons.)

Report on the Conduct, Character and Qualifications of No.....

Rank ..... Name ..... of .....

Detention Barrack, for the year ending.....19 .

1. Subject.	2. Remarks.
1. General conduct and character ...	
2. General qualifications including discipline, drill, suitability for clerical employment, capacity for instructing in industrial work as an instructor or assistant instructor.	
3. Whether zealous and competent in the discharge of his duty.	
4. Whether qualified in physical training at—	
(1) Aldershot	
(2) A Command Course	
5. How employed	
6. Whether fit for further promotion...	

State of health (to be certified by the medical officer).

Date.....

.....*Commandant,*
Detention Barrack.

APPENDIX III.

Memorandum on the Earning and Award of Marks under the Progressive Stage and Remission System.

1. The awarding of marks under the Progressive Stage and Remission System is a most important and responsible duty and requires the greatest care and attention.

2. The object of this system is to train and encourage the soldier under sentence to habits of industry and good conduct. If, therefore, marks are given which are not earned by industry, the whole object of this system is defeated.

3. The principle of this system is that—

Marks must be earned by industry.
Marks so earned may be forfeited by misconduct.

4. Rule 119 provides that a soldier under sentence shall be able to earn each week-day 8, 7 or 6 marks, according to the degree of his industry. There are, therefore, three degrees of industry, each carrying a different reward in the shape of marks, and it is in deciding what has been the degree of industry and in fairly awarding marks that the exercise of care, attention, and judgment, by the commandant is most necessary.

5. In order to facilitate the proper awarding of marks, work should be tasked wherever possible, and marks awarded on the following scale :—8 for the maximum task, *i.e.*, what can be performed in the full number of hours laid down by a man working hard during the whole time ; 7 for the medium tasks, or five-sixths of the maximum task ; 6 for the minimum task or two-thirds of the maximum task. But there are some kinds of work which cannot be so treated, and soldiers vary greatly in their capabilities, and it is in such cases that special care and good judgment are required. In these cases marks should be allotted according to the industry of each soldier.

6. Whenever a soldier under sentence fails to complete the full task laid down or what the commandant considers he is capable of performing, or does not do his best at any work he is called upon to do, the fact must be brought to the notice of the commandant for investigation and decision as to whether the failure is wilful or otherwise, the result being recorded on A. F. C 395, as well as the rate at which he should be tasked.

7. When a soldier is employed at work which is tasked, the amount of work actually done will be marked upon A. F. C 395.

8. Marks will not be deducted when men are placed "on report," but they may be taken off as part of the punishment when a man is "cautioned" or "admonished."

APPENDIX IV.

(Referred to in para. 189).

Form of Order.

Date.....

* Describe the articles of restraint.

† Insert whether in front of or behind the body.

They are in any case to be placed in front during meals and bedtime.

Soldier under sentence, No.....to be restrained in* .....

by the wrists,† .....

from this hour, to

Signature,

Governor or Commandant

To the serjeant-major or N.C.O. in charge of }

Articles of restraint as above ordered, placed on soldier under sentence .....at.....

..... m.,

removed at.....m., the

.....day of.....19 .

.....Warrant officer or N.C.O. in

charge of.....

.....

APPENDIX V.

Instructions for Keeping Journals.

The following instructions will be attended to in making entries in any journal required to be kept by the rules for military detention barracks and military prisons :—

1. The journal should be posted up daily. In all cases the following dates should be recorded, viz. :—

   (*a*) The date of the occurrences (giving day of week and month), and

   (*b*) The date of the entry of them, the date (*a*) being entered in a margin to be provided on the left hand side of the page, and the date (*b*) at the foot of the entries made during the day.

2. The entries should be made, as far as circumstances will admit, on the day on which the various occurrences have taken place, and in no case later than the following day.

3. Interpolations in the journal are not permitted. If an omission has been made it should be entered in the same part of the journal as the events of the day on which it is actually entered, a note being made in the margin of the day of occurrence calling attention to the place where the omitted entry will be found.

4. The entries in each journal should be made independently of any journal kept by any other official.

APPENDIX VI.

Table for Computing Issues of Diets in Military Detention Barracks, Military Prisons and Barrack Detention Rooms.

Diets.	Bread.	Cheese.	Cocoa.	Flour.	Beef or Mutton.	Pork.	Milk.	Oatmeal.	Peas, split.	Potatoes.	Salt.	Sugar or molasses.	Suet.	Vegetables.	Vinegar.	Pepper (every 100 soup diets).	Margarine.	Tea.	Rice.	Onions.	Peas or beans.
Scale I. Daily	14	2	½	—	8	—	2	2	—	16	¼	1½	¼	2	—	—	1	¼	(a) 2	—	(b) 2
Scale II. Sunday	24	—	½	4¼	8	—	2	2	—	8	¼	1	¾	2	—	—	—	—	4	—	—
Wednesday ...	24	2	—	—	—	4	2	2	4	8	¼	1	—	2	¼	1	—	⅓	4	½	—
Monday ... Thursday ... Friday ...	24	—	½	¼	9	—	2	2	—	8	¼	1	—	2	—	—	—	—	4	—	—
Tuesday ... Saturday ...	24	2	—	—	8	—	2	2	2	8	¼	1	—	2	—	1	—	⅓	4	1	—

(b) This item may be occasionally varied by the substitution of 2 oz. fresh vegetables in lieu of 2 oz. dried peas.

(a) The issue of rice may be occasionally varied by the substitution of other cereals provided that there is no increase in cost.

Note.—9 or 8 oz. uncooked meat with bone should produce 5 or 4 oz. cooked meat without bone.

(B 28/250) 6

APPENDIX VII.

Date.	Employed at Manufactures, &c.																			Services of the Detention Barrack or Prison.					Non-Effective.						Total Number in Detention Barrack or Prison.					
	Manufactured Articles.							Miscellaneous.			Repairs, &c.				Total. employed at Manufactures. &c.	Cooks.	Cleaners.	Stokers.	R.E. Works.	Laundry.	Total. employed in Services of Detention. Barrack or Prison.	Admission.	Under Punishment.	Sick.		Unemployed.	Total Non-Effective.	R.A.F.	Soldiers.	Naval Ratings.	Total.	Number at Class I Work.	Number at Class II Work.
								Laundry.	Wood chopping.	Re-making bedding.	Ordnance.		Barrack Department.											In Detention barrack or prison.	In hospital.								
											Repairs.	Cleaning.	Repairs.	Cleaning.																				

SUMMARY OF WORK.

Detail of Work.	Brought Forward.		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Carried Forward.	Total work for the year to agree with the statistical record.	Detail of work.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Total Work for the year.
		Articles Manufactured. but not approved.													Articles Manufactured. but not approved.																

APPENDIX VIII.

List of Books to be Kept at Military Detention Barracks, Branch Detention Barracks and Military Prisons.

Description.

Inspection or Minute Book (A. B. 1).
Messing, Daily Account of (A. B. 7).
Soldiers' under sentence, register of (A. B. 12).
Punishment Book. (A. B. 52).
Postage Book. (A. B. 97).*
Gate Book. (A. B. 19).
Commandant's Journal. (A. B. 127 or 129).
Chaplain's Journal. (A. B. 127 or 129).
Medical Officer's Journal. (A. B. 163).
School attendance of adults, register of, with index. (A. B. 77).
Visitors' Minute book, adult schools. (A. B. 81).
Register of letters received. (A. B. 193).
Soldiers under sentence, morning state of. (A. B. 225).
Property Book. (A. B. 304).
Letter Book. (A. B. 213).
Employment Book. (A. B. 124). (Ruled as in Appendix VII).

* If required.

APPENDIX IX.

Special Annual Report by Commandants.

The special report referred to in Rule 289 of these rules should consist of:—

1. Remarks on the working, &c., of any new order issued during the year.
2. Results of the present system of discipline, training, school, &c.
3. Suggestions as to reforms, &c.
4. Proposals to amend rules.
5. State of buildings, whether all work sanctioned for the current year has been completed or not, statement of any additions to, or improvements made, during the year.
6. Statement of the action taken in all matters brought to notice by the medical officer, and how far these have already been remedied.

APPENDIX X.

Allowances.

Instructors in Physical Training.

Additional pay at the rate of 4d. a day for the days actually employed as physical training instructors is allowed to a certain number of qualified staff-serjeants and serjeants. The number sanctioned to each detention barrack is as follows :—

Detention Barrack.	No.	Detention Barrack.	No.
Aldershot	4	Cairo	1
Gosport	2	Gibraltar	1
York	1	Hong Kong	1
Stirling	1	Malta	2

Approval must in each case be obtained from the War Office.

Instructors in Trades and Industries.

1. The following scale of allowances has been authorized for N.C.Os. of the M.P.S.C. possessed of the necessary technical knowledge and properly qualified, who are employed in superintending and instructing soldiers under sentence in certain trades and industries.

The scale of allowances for civilian employees will be that authorized from time to time by the War Office.

2. The instructors so employed will be of two grades. Appointments as instructor are made from the War Office on the recommendation of commandants and are subject to revision at any time.

3. The following are the industries and trades which will be allowed paid instructors :—

CLASS I.	CLASS II.
Belt and legging making (leather)	Bags, sand.
Brush making (other than coir).	Basket making.
Carpentry and cooperage.	Bedding (War Department).
Coir ropes (Admiralty).	Brush making (coir).
Mat making.	Glove making.
Mattress case making.	Halter making.
Moulding.	Hammock and seamen's bag making.
Nosebag making.	List rug making.
Printing, bookbinding, &c.	Mail bag making.
Rug making.	Mop making.
Shoe making.	Needlework (excluding repairs).
Smithing.	Net making.
Tailoring (excluding repairs).	Ropes, head and heel, stable.
Tin-smithing.	Sack making (Admiralty).
Twine making.	Sennetts French.
Washing (other than for the detention barrack or prison).	Ship fender making.
Waterproof pouch making.	Sacks, maize, conversion of, to sacks chaff.
Weaving.	

4. The following industries will not be allowed paid instructors, as they are not considered sufficiently technical :—

Baking.
Coir picking.
Cooking.
Cotton sorting.
Farm work.
Gardening.
Hair picking.
Knitting.
Labouring.
Leather picking.
Linoleum picking.
List slipper making.
Manilla knot opening.
Nut shelling.
Oakum picking.
Pea sorting (including kindred industries).
Repairs of all kinds.
Sack making and mending (other than Admiralty work).
Silk picking.
Stone breaking.
Washing (for the detention barrack or prison).
Wood chopping.
Wool sorting.
Yarn balling.

5 Instructors will receive allowances as follows :—

FOR CLASS I INDUSTRIES.

In charge of soldiers working at or being instructed in the trades when there are employed :—

			Yearly.
Not less than an average of	36 soldiers	... ...	£12
,, ,, ,,	27 ,,	... ...	9
,, ,, ,,	18 ,,	... ...	6
,, ,, ,,	9 ,,	... ...	3

FOR CLASS II INDUSTRIES.

In charge of soldiers working at or being instructed in the trades when there are employed :—

			Yearly.
Not less than an average of	60 soldiers	... ...	£12
,, ,, ,,	45 ,,	... ...	9
,, ,, ,,	30 ,,	... ...	6
,, ,, ,,	15 ,,	... ...	3

6. Where an instructor supervises at the same time soldiers employed on industries under two different classes, three soldiers instructed in Class I industries may be reckoned as equivalent to five instructed in Class II, and the amount of the extra pay issuable will be determined by the aggregate total thus arrived at, in terms of Class II.

7. Instructors will be available for all discipline duties, sleeping in, &c.

8. The selection of thoroughly capable instructors being a matter of vital importance, no civilian employee or N.C.O. will be recom-

mended for the position of instructor until he has proved himself thoroughly competent for the duty.

The allowances will be paid monthly in arrear on the scale in para. 5 above, and will be based on the average number of soldiers actually under instruction during the month for which additional pay is being allowed. The qualifications of instructors will be reviewed annually in April. Commandants will thereafter support payment of the allowances to those approved instructors by attaching a certificate to the Pay List showing: (1) the average number of soldiers under instruction during the month; (2) the class of industry in which instruction was given; and (3) that all the conditions under which the allowances are permitted have been fulfilled.

APPENDIX XI.

Schedule of Military Detention Barracks, Military Prisons, and Barrack Detention Rooms at Home Stations.

Showing where soldiers under sentence are to be committed and the accommodation available. Also SCHEDULE OF DETENTION BARRACKS abroad (except India).

List of Military Prisons, Detention Barracks and Branch Detention Barracks at Home.

Detention Barracks.	Accommodation. (Rooms).	Branch Detention Barracks.	Accommodation (Rooms).
Aldershot	227	Chelsea (*b*) ...	30
Gosport	162	Shorncliffe (*a*) ...	15
York (*c*)	102	Woolwich (*b*) ...	15
Stirling	50		
Military Prison.			
Woking (*d*) ...	211		

(*a*) Sentences up to 42 days can be carried out here.
(*b*) Sentences up to 28 days can be carried out here.
(*c*) 92 rooms for all sentences of detention above 168 hours.
10 rooms for men suffering from venereal disease.
(*d*) All soldiers who are sentenced to imprisonment by courts-martial for military offences should be sent here.

All boys who are sentenced to periods of detention of over seven days will be committed to Aldershot Detention Barrack.

NOTE.—B.D.R. stands for Barrack Detention Rooms.

ALDERSHOT COMMAND.

Soldiers from	Number of rooms certified.	Sentences not exceeding 7 days.
Aldershot	227	Detention Barrack.
Marlborough Lines—		
Lille Barracks	4	B.D.R.
Blenheim Barracks	4	B.D.R.
Malplaquet Barracks	4	B.D.R.
Oudenarde Barracks	4	B.D.R.
Ramillies Barracks	4	B.D.R.
Tournay Barracks	4	B.D.R.
Mytchett Hutments	6	B.D.R.
Pinchurst Barracks	2	B.D.R.
Stanhope Lines—		
Gibraltar Barracks	4	B.D.R.
Albuhera	4	B.D.R.
Barrossa Barracks...	4	B.D.R.
Corunna Barracks	4	B.D.R.
Maida Barracks	4	B.D.R.
Mandora Barracks	4	B.D.R.
Buller Barracks	4	B.D.R.
McGrigor Barracks	2	B.D.R.
Wellington Lines—		
Badajos Barracks	3	B.D.R.
Beaumont Barracks	3	B.D.R.
Warburg Barracks	3	B.D.R.
Willems Barracks	3	B.D.R.
Salamanka—		
Regimental Guard	4	B.D.R.
Main Guard	1	B.D.R.
Talavera Guard	4	B.D.R.
Ewshott—		
Leipsic Barracks	4	B.D.R.
Pirbright Barracks	12	B.D.R.
Blackdown—		
Alma Barracks	4	B.D.R.
Dettingen Barracks	4	B.D.R.
North Minden Barracks	4	B.D.R.
South Minden Barracks	4	B.D.R.
R.A.S.C. Hutments	6	B.D.R.

ALDERSHOT COMMAND—*continued.*

Soldiers from	Number of rooms certified.	Sentences not exceeding 7 days.
Bordon Camp—		
Guadaloupe Barracks	4	B.D.R.
Louisberg Barracks	4	B.D.R.
St. Lucia Barracks	4	B.D.R.
Quebec Barracks	4	B.D.R.
Martinique Barracks	4	B.D.R.
Martinique Barracks	12*	B.D.R.
Crookham—		
Haig Hutments	4	B.D.R.
Longmore Camp	4	B.D.R.
Woking	211	Military Prison.
Infantry Barracks, Woking ...	3	B.D.R.

NOTE.—Sentences over 7 days will be committed to the nearest detention barrack or branch detention barrack where accommodation is available. See page 70 for list of establishments and the sentences to be carried out in the branch detention barracks.

* For sentences up to 14 days of soldiers from Bordon and Longmore.

EASTERN COMMAND.

Soldiers from	Number of rooms certified.	Sentences not exceeding 7 days.
Bedford	3	B.D.R.
Brighton	2	B.D.R.
Bury St. Edmunds	3	B.D.R.
Canterbury—		
Garrison B.D.R.	3	B.D.R.
Cavalry Barracks	3	B.D.R.
Chatham—		
Brompton Barracks	4	B.D.R.
Infantry Barracks (part of the old "Provost Prison")	14	B.D.R.
Chichester—		
Keep	3	B.D.R.
Dover	...	Shorncliffe.
Gravesend	...	B.D.R.
Great Yarmouth—		
Artillery Barracks	3	B.D.R.
Guildford—		
Stoughton Barracks	3	B.D.R.
Hampton Court	...	Chelsea.
Harwich	...	B.D.R.
Hereford	...	B.D.R.

EASTERN COMMAND—*continued.*

Soldiers from	Number of rooms certified.	Sentences not exceeding 7 days.
Hounslow—		
Cavalry Barracks	5	B.D.R.
Hythe	...	Shorncliffe.
Ipswich	...	B.D.R.
Kingston-on-Thames	3	B.D.R.
Landguard Fort	...	B.D.R.
Maidstone	4	B.D.R.
Medway Defences (Grain Fort) ...	4	B.D.R.
Mill Hill	...	Chelsea.
Newhaven	...	Gosport.
Northampton	3	B.D.R.
Norwich—		
Cavalry Barracks	3	B.D.R.
Depot	3	B.D.R.
Sheerness	6	B.D.R.
Shoeburyness	6	B.D.R.
Shorncliffe	15	*Branch Detention Barrack.
Thames Defences	...	Woolwich.
Warley	8	B.D.R.
Weedon	2	B.D.R.
Woolwich	15	*Branch Detention Barrack.

*Under the control of the Commandant, Aldershot Detention Barrack.

NOTE.—Sentences over 7 days will be committed to the nearest detention barracks or branch detention barrack where accommodation is available. See page 70 for list of establishments and the sentences to be carried out in the branch detention barracks.

NORTHERN IRELAND DISTRICT.

Soldiers from	Number of rooms certified.	Sentences not exceeding 7 days.
Enniskellen	3	B.D.R.
Holywood (*a*)	3	B.D.R.
Londonderry (*a*)	8	B.D.R.
Lough Swilly Camp	...	Londonderry.
Newtownards	...	Belfast B.D.R.
Omagh	3	B.D.R.

NOTE.—Sentences over 7 days will be committed to the nearest detention barrack or branch detention barrack where accommodation is available. See page 70 for list of establishments and the sentences to be carried out in branch detention barracks.

(*a*) Sentences up to 28 days can be carried out here.

LONDON DISTRICT.

Soldiers from	Number of rooms certified.	Sentences not exceeding 7 days.
London—		
Chelsea	30	*Branch Detention Barrack.
Caterham	6	B.D.R.
Windsor—		
Combermere	2	B.D.R.
Victoria Barracks	4	B.D.R.

* Under the control of the Commandant, Aldershot Detention Barrack.

NOTE.—Sentences over 7 days will be committed to the nearest detention barrack or branch detention barrack where accommodation is available. See page 70 for list of establishments and the sentences to be carried out in branch detention barracks.

NORTHERN COMMAND.

Soldiers from	Number of rooms certified.	Sentences not exceeding 7 days.
York	102	Detention Barrack.
Barnard Castle	...	York.
Beverley	3	B.D.R.
Bradford	...	York.
Derby	3	B.D.R.
Halifax	3	B.D.R.
Leeds	4	B.D.R.
Leicester	4	B.D.R.
Lichfield	8	B.D.R.
Lincoln	3	B.D.R.
Newcastle-on-Tyne	5	B.D.R.
Pontefract	5	B.D.R.
Richmond (Yorkshire)	3	B.D.R.
Scarborough	3	B.D.R.
Sheffield	9	B.D.R.
Strensall	2	B.D.R.
Tynemouth	2	B.D.R.
York—		
Cavalry Barracks	4	B.D.R.
Infantry Depot	4	B.D.R.
Infantry Battalion	4	B.D.R.

NOTE.—Sentences over 7 days will be committed to the nearest detention barrack or branch detention barrack, where accommodation is available. See page 70 for list of establishments and the sentences to be carried out in the branch detention barracks.

SCOTTISH COMMAND.

Soldiers from	Number of rooms certified.	Sentences not exceeding 7 days.
Stirling	50	Detention Barrack.
Aberdeen (Castle Hill Barracks) ...	4	B.D.R.
Ayr	4	B.D.R.
Berwick-on-Tweed	4	B.D.R.
Edinburgh—		
Castle	3	B.D.R.
Leith Fort	3	B.D.R.
Fort George	6	B.D.R.
Glasgow—		
Maryhill Barracks	4	B.D.R.
Royal Artillery Barracks ...	2	B.D.R.
Glencorse	3	B.D.R.
Hamilton	3	B.D.R.
Inverness	3	B.D.R.
Perth	3	B.D.R.
Stobs	...	Stirling.

Sentences over 7 days will be committed to the nearest detention barrack or branch detention barrack where accommodation is available. See page 70 for list of establishments and the sentences to be carried out in branch detention barracks.

SOUTHERN COMMAND.

Soldiers from	Number of rooms certified.	Sentence not exceeding 7 days.
Gosport	162	Detention Barrack.
Gosport—		
Haslar Barracks	2	B.D.R.
New Barracks	5	B.D.R.
Fort Gomer	3	B.D.R.
Fort Brockhurst	3	B.D.R.
Bodmin	3	B.D.R.
Bristol (Horfield Barracks)	11	B.D.R.
Bulford—		
"Mons" Lines	4	B.D.R.
"Cambrai" Lines...	4	B.D.R.
"Arras" Lines	4	B.D.R.
"Ypres" Lines	4	B.D.R.
"Aisne" Lines	4	B.D.R.
"Amiens"	4	B.D.R.
"Marne" Lines	4	B.D.R.

SOUTHERN COMMAND—*continued.*

Soldiers from	Number of rooms certified.	Sentence not exceeding 7 days.
Christchurch	2	B.D.R.
Cosham	...	Gosport.
Coventry	4	B.D.R.
Devonport—		
North Raglan Barracks	4	B.D.R.
South Raglan Barracks	4	B.D.R.
Devizes	3	B.D.R.
Dorchester—		
Depot Barracks	3	B.D.R.
R.H.A. Barracks	4	B.D.R.
Exeter—		
High Barracks	3	B.D.R.
Topsham Barracks	4	B.D.R.
Falmouth	2	B.D.R.
Hilsea	...	Gosport.
Hurst Castle	...	Gosport.
Isle of Wight—		
Golden Hill	3	B.D.R.
Parkhurst	3	B.D.R.
Netley	7	B.D.R.
Okehampton	1	B.D.R.
Oxford	3	B.D.R.
Plymouth—		
Citadel	4	B.D.R.
Crownhill Barracks	3	B.D.R.
Crownhill Hut Barracks	4	B.D.R.
Elphinstone Barracks	2	B.D.R.
Portland	10	B.D.R.
Portsdown Hill Forts	...	Gosport.
Portsmouth—		
Victoria Barracks	5	B.D.R.
Reading	3	B.D.R.
Southampton	...	Gosport.
Taunton (Depot Barracks)	3	B.D.R.
Tidworth—		
Aliwal Barracks	4	B.D.R.
Assaye Barracks	4	B.D.R.
Bhurtpore Barracks	4	B.D.R.
Candahar Barracks	4	B.D.R.
Delhi Barracks	4	B.D.R.
Jellalabad Barracks	4	B.D.R.
Lucknow Barracks	4	B.D.R.

SOUTHERN COMMAND—*continued.*

Soldiers from	Number of rooms certified.	Sentence not exceeding 7 days.
Mooltan Barracks	4	B.D.R.
Trowbridge	4	B.D.R.
Warwick	6	B.D.R.
Weymouth	...	Portland B.D.R.
Winchester—		
Hampshire Depot Barracks ...	4	B.D.R.
Rifle Depot Barracks	6	B.D.R.
Wool	26	B.D.R.
Worcester	1	B.D.R.*

* Or to Warwick.

Sentences over 7 days will be committed to the nearest detention barrack or branch detention barrack where accommodation is available. See page 70 for list of establishments and the sentences to be carried out in the branch detention barracks.

WESTERN COMMAND.

Soldiers from	Number of rooms certified.	Sentence not exceeding 7 days.
Ashton-under-Lyne	3	B.D.R.
Brecon	4	B.D.R.
Bury	3	B.D.R.
Cardiff	3	B.D.R.
Carlisle	4	B.D.R.
Chester	3	B.D.R.
Fleetwood	1	B.D.R.
Lancaster	3	B.D.R.
Liverpool—Seaforth Barracks ...	3	B.D.R.
Milford Haven	...	Cardiff.
Newport (Mon.)	10	B.D.R.
Penally	...	Cardiff.
Preston	6	B.D.R.
Shrewsbury	3	B.D.R.
Trawsfynydd	...	Wrexham.
Warrington	6	B.D.R.
Wrexham	3	B.D.R.

Sentences over 7 days will be committed to the nearest detention barrack or branch detention barrack where accommodation is available. See page 70 for list of establishments and the sentences to be carried out in the branch detention barracks.

GUERNSEY AND ALDERNEY DISTRICT.

Soldiers from	Number of rooms certified.	Sentence not exceeding 7 days.
Alderney—		
Fort Albert	3	B.D.R.
Guernsey—		
Attached to Guard Room ...	2	B.D.R.

Sentences over 14 days will be committed to the detention barrack at Gosport. See page 70 for list of establishments and the sentences to be carried out in the branch detention barracks.

LIST OF MILITARY DETENTION BARRACKS ABROAD.

		Number of rooms certified.
North China ...	Tientsin	10
South China ...	Hong Kong	49
Egypt	Cairo*	165
Germany	Cologne*	208
Gibraltar	Windmill Hill Barracks	101
Jamaica	Up Park Camp	11
Malta		159
Malaya	Singapore	32
Soudan	Khartoum†	8

* Also used as a military prison.

† Branch detention barrack, rooms certified up to 42 days.

APPENDIX XII.

Schedule of Arrangement for Communication between Soldiers under Sentence in the Second Stage.

1. Communication will be allowed to men in the second stage only, *i.e.*, those who have earned the necessary marks for good conduct, which they can do at the end of 14 days.

2. A man in the second stage is put back to first stage if he misconducts himself, he will therefore also lose the privilege of communicating.

3. All communication will be under the general supervision of a N.C.O. of the M.P.S.C., that is to say, though not interfering with the topics which the men select to discuss, unless such topics are of an insubordinate nature, the N.C.O. should be in a position to overhear their conversation to prevent "conspiracies," etc.

4. Communication is to be allowed for 20 minutes each day, including the periods required for getting the privileged men separated from the others.

5. This period of 20 minutes is to be divided into two periods of 10 minutes each at the conclusion of a drill parade, the normal procedure will be that ten minutes before the end of the Parade, privileged men will fall out and be collected together away from the rest of the men and be allowed to talk.

6. The commandant will arrange that special items of news which may be of interest to the men will be given out to the privileged men when formed up. The giving out of news is meant to help the men and to guide their conversation into suitable channels, but they will not be precluded from discussing other subjects of their own choosing which are not of an insubordinate nature.

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